

Next Ord: 1615-08

Next Res: 768-08

MISSION STATEMENT

The mission of the Sedro-Woolley City government is to provide selected services that are not traditionally offered by the private sector. This will be achieved through providing the highest quality services we can within the resources with which we're provided; involving residents in all aspects of planning and operations; serving as a clearinghouse for public information; and operating facilities which meet the legitimate, identified concerns of the residents of and visitors to our community.

We believe in being community-centered, consistently contributing to the quality of life in our area and as fully deserving of the public's trust through the consistent expression of positive values and acceptance of accountability for producing meaningful results.

CITY COUNCIL AGENDA

June 11, 2008

7:00 PM

Sedro-Woolley Municipal Building

Council Chambers

325 Metcalf Street

1. Call to Order
2. Pledge of Allegiance
3. Consent Calendar

NOTE: Agenda items on the Consent Calendar are considered routine in nature and may be adopted by the Council by a single motion, unless any Councilmember wishes an item to be removed. The Council on the regular agenda will consider any item so removed after the Consent Calendar.

- a. Minutes from Previous Meeting (Including June 2, 2008 Work Session)
 - b. Finance
 - Claim Vouchers #63579 to #63718 for \$398,220.70
 - Payroll Warrants #42673 to #42779 for \$239,528.44
 - c. Street Closure Request - Loggerodeo - June 27 to July 5, 2008
 - d. Electronic Waste Recycling with WMMFA at Solid Waste Dept.
 - e. Columbarium Purchase for Union Cemetery
 - f. Guardian Security Contract
 - g. Proposed Consultant Contract for Critical Areas Review - Lyndon C. Lee
4. Public Comment (Please limit your comments to 3-5 minutes)

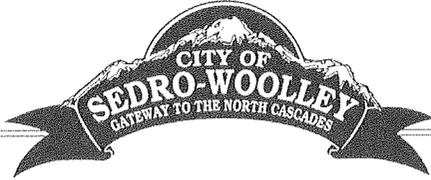
UNFINISHED BUSINESS

5. S-W Bark Park and off-leash area (*action requested - 2nd reading*)
6. Joint Council/PC Training (*Possible Executive Session*) 7:30 PM to 8:30 PM
7. SR 9 to I 5 Safety Corridor Report 8:30 PM

NEW BUSINESS

8. Possible Interlocal Agreement with Skagit Conservation District Public Education & Involvement Project for NPDES Phase II Stormwater Permit Compliance

COMMITTEE REPORTS AND REPORTS FROM OFFICERS



DATE: June 11, 2008

TO: Mayor Anderson and City Council

FROM: Patsy Nelson, Finance Director

SUBJECT: 1) CALL TO ORDER; 2) PLEDGE OF ALLEGIANCE; 3) CONSENT CALENDAR

1. CALL TO ORDER - The Mayor will call the June 11, 2008 Regular Meeting to Order. The Finance Director will note those in attendance and those absent.

 ___ Ward 1 Councilmember Ted Meamber
 ___ Ward 2 Councilmember Tony Splane
 ___ Ward 3 Councilmember Louie Requa
 ___ Ward 4 Councilmember Pat Colgan
 ___ Ward 5 Councilmember Hugh Galbraith
 ___ Ward 6 Councilmember Rick Lemley
 ___ At-Large Councilmember Dennis London

2. PLEDGE OF ALLEGIANCE - The Mayor will lead the City Council and citizens in the Pledge of Allegiance to the United States of America.

3. CONSENT CALENDAR - Mayor will ask for Council approval of Consent Calendar items.

CITY OF SEDRO-WOOLLEY

Regular Meeting of the City Council
May 28, 2008 – 7:00 P.M. – City Hall Council Chambers

The Meeting was called to order at 7:00 P.M.

Pledge of Allegiance

ROLL CALL: Mayor Mike Anderson, Councilmembers: Ted Meamber, Tony Splane, Louis Requa, Pat Colgan, Hugh Galbraith, Rick Lemley and Dennis London. Staff: Finance Director Nelson, City Supervisor/Attorney Berg, Engineer Frieberger, Planner Moore Police Chief Wood and Fire Chief Klinger.

Consent Calendar

- Minutes from Previous Calendar
- Finance
 - Claim Vouchers #63443 to #63578 for \$614,533.84
 - Payroll Warrants #42569 to #42672 for \$169,320.15
- Request for Out of State Conference – Library
- Street Closure Request – Blast from the Past – June 6 & 7, 2008
- Interlocal Agreement – EMS Disposable Supply 2008

Councilmember Colgan moved to approve the consent calendar A through E. Seconded by Councilmember London. Motion carried (7-0).

Swearing-in Ceremony – Police Officer Heather Sorsdal

Police Chief Wood introduced Heather Sorsdal to the Council and audience members. He noted she was a recent graduate of the Police Academy and had the honor of being first in her class, a feat that has not been done by any other Sedro-Woolley Police Officer. Wood also stated she had received numerous accolades for her participating in the physical and agility testing. Sorsdal was met with a round of applause.

Special Presentation – Outstanding Wastewater Treatment Plant Award

Mayor Anderson presented Debbie Allen representing the Wastewater Treatment Plant a plaque for the 2007 Outstanding Performance Award from the Washington State Department of Ecology.

Allen thanked the Council for their continued funding which allows them to do their job properly. The Wastewater Treatment Plant staff then introduced themselves. Those in attendance were Carrie Crisp, Rob MacReady, Stu Earnst and Bob Blakely.

Public Comment

Mary McGoffin – 268 Burrows Ln., addressed Council on a recent article in the Sedro-Woolley High School “CUB” newspaper. The article addressed the need for a teen center in Sedro-Woolley. She spoke of the drug and alcohol problems among High School students and requested Council donate \$5,000 towards a feasibility study to explore a youth center.

PUBLIC HEARING

Post Enactment Public Testimony on Ordinance #1612-08 (addressing essential public facilities)

City Supervisor/Attorney Berg reviewed the process regarding the passage of Ordinance #1612-08 and provided a brief description of the ordinance.

Mayor Anderson opened the Public Hearing at 7:13 P.M.

No public testimony received.

Councilmember Meamber requested to be placed on record that he was not in favor of the Ordinance due to the references to Solid Waste, but understood why it was mentioned.

Mayor Anderson closed the public hearing at 7:15 P.M.

UNFINISHED BUSINESS

S-W Bark Park and Off-leash Area

City Supervisor/Attorney Berg reviewed the proposed ordinance which would make an exception for dogs to be off-leash within the fenced confines of the S-W Bark Park and allows the Mayor to make rules for the use of the park.

Discussion ensued regarding whether the topic constituted a first or second reading. The Council consensus was that the topic is to be considered as a first read.

Councilmember Meamber noted that in his capacity of Mayor Pro-Tem at the last meeting he requested the topic be tabled because he knew Mayor Anderson had certain views regarding the park and felt his action was done out of a sense of fairness in order to get all views.

Councilmember Galbraith expressed his concern of the proposed park being a small area and noted concerns of potential congestion and ingress and egress problems at Bingham Park. He suggested Riverfront Park might be the better park to establish a bark park in.

Councilmember Meamber concurred with Councilmember Galbraith.

Ed Blanton – 309 Hawthorne St., addressed funding issues and noted that it seems difficult to come up with funding for activities for youth, but no problem to fund the bark park. He reviewed numerous improvements at other locations that could use the funds dedicated for the bark park. He noted if dog owners want the park, they should take responsibility for the funding and not place it upon non-dog owners.

Lindy Christofferson – 16690 Mountain View Road, Mt. Vernon, owner of Skagit Dog Wash and a board member of the Skagit Humane Society and is deeply imbedded in the dog community addressed the benefit of having a dog park for people traveling through the community. She referenced Bend Oregon's success in their dog oriented town and stated she has no opinion on where the dog park should be located only that there should be one.

Glenn Allen – 316 Talcott St., noted he thought the dog park to be one of the better ideas the City has had in a long time but expressed concern of the location with ingress and egress. He noted Riverfront to be a better location.

Councilmember Lemley noted he concurred with Councilmember Galbraith and Mr. Allen's comments regarding the proposed location.

Jennie Burress – 741 Wendell Way, stated he agreed with Ms. Christofferson's comments on the need for a dog park. Burress noted she often goes to Bellingham to their dog park and it would be nice to have something closer.

Ellen Palmer – 935 Talcott St., noted she is looking forward to having a dog park and the ability to exercise her dog on a daily basis. She did express concern of the location and noted Riverfront Park would be the better location.

Mary McGoffin – again addressed the Council. She encouraged Council to go back to their constituents for opinions regarding the dog park and noted Council might be surprised by what the opinion is. She stated she believes Council underestimates the opinions of the public.

Julie Anderson – 900 W. State Route 20, spoke in favor of the dog park and noted she has been in touch with the organizer for the Anacortes dog park who has indicated they do not have any major problems. She said most dog owners are and will be respectful of the rules. Anderson reviewed some of the rules of the park located in Anacortes which include rules to provide safety to the dogs and their owners. She noted at first she was concerned of the area but stated it is about the same size as the fenced area at Tesarik Ball Field which she sees dogs and owners at all the time. She expressed concern of locating the park at Riverfront due to the possibility of the fencing being destroyed during a flood event.

Councilmember Colgan referenced the Fire Training Site and the break-away fencing they have because of the potential flooding.

Fire Chief Klinger explained the type of fencing at the training site and how it works in the event of a flood.

Councilmember Meamber commented on the location of the Anacortes Park not being in a residential area.

Councilmember Galbraith noted that he has spent many hours going door to door within his ward to obtain the opinions of his constituents. He said overwhelmingly people were in favor of the park but expressed concern of the location due to the congestion. He noted their opinions were the reasons he has expressed the topic of congestion and that it is not uncommon for other Councilmember's to go door to door as well.

Councilmember Splane – noted he has been door to door and his research has yielded about a 50/50 opinion of the dog park. Those not in favor believe the funds could be better utilized on youth activities.

Councilmember Requa presented a brief background report on the project and that the Sedro-Woolley Rotary has pledged \$5,000 plus installation of the fencing towards the dog park. He noted originally it was to place fencing at Riverfront Park but due to concerns of the Parks Department with flood issues they agreed to continue their support of the park at the new location. He also noted that the present caretakers at Riverfront Park have not been approached to oversee a dog park and may not wish to add it to their responsibilities. Requa said he has received many favorable comments in support of the dog park.

Councilmember London questioned that the proposed Ordinance which does not specify a location so it could be placed in any of the City parks upon approval.

Mayor Anderson noted London was correct. He also noted this was a first read and the topic will appear on the agenda at the June 11, 2008 meeting.

Signature Authority Ordinance for Contracts/Agreements

City Supervisor/Attorney Berg reviewed the propose Ordinance. He noted it is the second reading of the ordinance and stated the purpose of the ordinance is to establish thresholds and process for approving contracts and delegating limited authority to execute certain agreements. He also stated he is working on a companion ordinance to address purchasing which will follow at a future Council meeting.

Council discussion ensued to include threshold amount, budgeted vs. non-budgeted and bid process.

Councilmember Galbraith moved to pass Ordinance No. 1613-08 An Ordinance Implementing A Process for Executing Agreements to Which the City is a Party and

Delegating Authority for Certain Limited Contracts. Councilmember Requa seconded. Motion carried (7-0).

NEW BUSINESS

Possible Bid Award – Metcalf Street Sanitary Sewer Project

Engineer Frieberger reviewed background information regarding the Metcalf Street Sanitary Sewer Project. He noted there were three bids received with Granite Northwest Inc., dba Wilder Construction of Bellingham submitting the low bid. Frieberger noted that bids have been verified and recommends Council award the bid to Granite Northwest, Inc. in an amount of \$611,588.34.

Discussion ensued to include experience of contractor, project start date and effect on the upcoming Loggerodeo celebration.

Councilmember Lemley moved to award the Metcalf Street Sanitary Sewer Project to Granite Northwest, Inc. dba Wilder Construction of Bellingham, WA in the amount of \$611,588.34. Councilmember Colgan seconded. Motion carried (7-0).

2008 Budget Amendment #2

Finance Director Nelson reviewed Budget Amendment #2 which includes transferring monies budgeted for contracted computer services and equipment to create an IT Department and the receipt of a Homeland Security Grant by the Fire Department.

Councilmember Galbraith moved to approve Ordinance No. 1614-08 An Ordinance Amending Ordinance 1591-07 Adopting the Annual Budget for the City of Sedro-Woolley, Washington, for the Fiscal Year Ending December 31, 2008. Seconded by Councilmember Splane. Motion carried (7-0).

COMMITTEE REPORTS AND REPORTS FROM OFFICERS

City Supervisor/Attorney Berg – reminded Council of the June 12th Council retreat to be held at City Hall beginning at 2:00 P.M.

Engineer Frieberger – introduced the newest City employee, Assistant Engineer Mark Stockton to Council. He also reviewed the upcoming roadway seal project to begin June 9th on Ferry Street from the highway to the railroad tracks. Other projects hi-lighted were the Township St. Sewer Project, SR9 Sidewalk Project and the Skagit Plant Intersections.

Planner Moore – addressed the Natural Hazard Mitigation Plan update which identifies flooding as a major concern in the plan.

Fire Chief Klinger – noted the new vehicle has been put into service. Klinger reminded the members of the Police/Fire committee that they will meet prior to the Council work

session. He also commended Berg and Nelson and the finance staff for the great job on the City Hall open house.

Police Chief Wood – noted that Nick Goche a longtime Sedro-Woolley resident is completing his degree through Eastern Washington University by doing an internship with the Police Department. Wood noted he works Wednesdays during the day and Friday nights.

Councilmember Galbraith – stated he has been receiving numerous complaints again regarding trucks traveling Highway 9 and using their “jake” brakes.

Councilmember Colgan – commended the Police Department for their recent traffic control efforts on State Street.

Councilmember Lemley – announced the opening of the Farmer’s Market which will be open every Wednesday through the fall and reminded Council of the upcoming Blast from the Past celebration to be held June 6th & 7th.

EXECUTIVE SESSION

The meeting adjourned to executive session for the purpose of possible litigation at 8:10 P.M. for approximately 15 minutes with no decision anticipated.

The meeting reconvened at 8:35 P.M.

Councilmember Splane moved to adjourn. Seconded by Councilmember Lemley. Motion carried.

The meeting adjourned at 8:36 P.M.

CITY OF SEDRO-WOOLLEY

Work Session of the City Council
June 3, 2008 – 7:00 P.M. – City Hall Council Chambers

The worksession was called to order at 7:00 P.M.

ROLL CALL: Present: Councilmembers Ted Meamber, Tony Splane, Louis Requa, Pat Colgan, Hugh Galbraith, Rick Lemley and Dennis London. Staff: Finance Director Nelson, City Supervisor/Attorney Berg and Engineer Frieberger

**Skagit County Parks & Recreation Use of City Parks
Youth Recreation Program – STOMP (Skagit's Totally Outrageous Mobile
Playground)**

- Discussion was held regarding the program and request.

Councilmember London moved for the City to allow STOMP to utilize a City Park on Thursday's from 9 am to 4 pm this summer. Councilmember Galbraith seconded. Motion carried (7-0).

SR20/F&S Grade Road

- Engineer Frieberger presented additional modeling, analysis and cost verses benefit issues for the SR 20/F&S Grade Road project. The Council expressed their comfort with the F&S/SR20 intersection being improved rather than constructing a round-a-bout.

Infrastructure Discussion

- Engineer Frieberger lead the discussion regarding infrastructure:
 - 1) *1997 Stormwater Plan Update* – Primary drainage issues in Jones/F&S/Garden of Eden area. Need for a stormwater plan update in this area to provide a basis for road development and provide developers with proper drainage requirements. Possible cost share with Brickyard Creek Sub Flood Zone for Stormwater management plan.

The general Council consensus was to proceed with consultant selection.

- 2) *West Jones Project Design and Funding* – Best to build streets at one time, not in sections as development occurs. Discussed accepting payment in lieu of, creation of an LID and construction.

General Council consensus is to proceed with consultant and selection and design after the stormwater project has begun.

- 3) *Fruitdale Road Sewer* – Discussed sewer construction funding before road project is undertaken. Reichhardt & Ebe are completing a capacity analysis.

The general consensus of the Council is to begin the consultant selection process to perform detailed design.

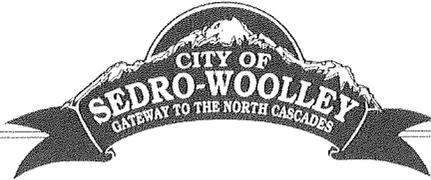
- 4) Discussed northern and southern alternates to SR20 and other miscellaneous transportation design issues.

EXECUTIVE SESSION

The worksession adjourned to Executive Session at 8:47 P.M. to discuss possible litigation with no decision anticipated. The meeting reconvened at 9:15 P.M.

Councilmember Galbraith moved to adjourn. Seconded by Councilmember Splane. Motion carried (7-0).

The meeting adjourned at 9:15 P.M.



DATE: June 11, 2008

TO: Mayor Anderson and City Council

FROM: Patsy Nelson, Finance Director

SUBJECT: FINANCE - VOUCHERS

Attached you will find the Claim Vouchers proposed for payment for the period ending June 11, 2008.

Motion to approve Claim Vouchers #63579 to #63718 in the amount of \$398,220.70.

Motion to approve Payroll Warrants #42673 to #42779 in the amount of \$239,528.44.

If you have any comments, questions or concerns, please contact me for information during the working day at 855-1661. This will allow me to look up the invoices that are stored in our office.

CITY OF SEDRO-WOOLLEY
 SORTED TRANSACTION WARRANT REGISTER
 06/11/2008 (Printed 06/06/2008 09:32)

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
63579	SEDRO-WOOLLEY POSTMASTER	POSTAGE	SWR	232.89
		POSTAGE	SAN	232.88
		OPERATING SUPPLIES	SWTR	232.88
		WARRANT TOTAL		698.65
63580	ALLELUJAH BUSINESS SYSTEMS	SUPPLIES	ENG	16.20
		OPERATING SUPPLIES	SWR	1.62
		OPERATING SUPPLIES	SWR	9.72
		WARRANT TOTAL		27.54
63581	ALL-PHASE ELECTRIC	MAINT OF GENERAL EQUIP	SWR	39.74
		WARRANT TOTAL		39.74
63582	ALPINE FIRE & SAFETY	OPERATING SUPPLIES	CS	42.28
		REPAIRS & MAINTENANCE	PD	128.74
		REPAIRS/MAINT-EQUIP	FD	80.95
		WARRANT TOTAL		251.97
63583	ATLANTIC (THE)	BOOKS, PERIOD, RECORDS	LIB	74.95
		WARRANT TOTAL		74.95
63584	ARAMARK UNIFORM SERVICES	LAUNDRY	CS	39.31
		LAUNDRY	PK	55.38
		LAUNDRY	PK	20.00
		LAUNDRY	PK	60.77
		MISC-LAUNDRY	CEM	21.20
		MISC-LAUNDRY	CEM	23.54
		MISC-LAUNDRY	ST	24.81
		MISC-LAUNDRY	ST	22.90
		MISC-LAUNDRY	ST	26.84
		LAUNDRY	SWR	25.79
		LAUNDRY	SWR	45.50
		WARRANT TOTAL		366.04
		63585	ASSOC PETROLEUM PRODUCTS	AUTO FUEL
AUTO FUEL	PD			1,717.16
AUTO FUEL/DIESEL	FD			735.04
VEHICLE FUEL - GOLF	PK			304.26
AUTO FUEL/DIESEL	ST			98.85
AUTO FUEL/DIESEL	SWR			253.42
AUTO FUEL/DIESEL	SWR			545.45
AUTO FUEL/DIESEL	SWR			190.07
AUTO FUEL/DIESEL	SAN			213.97
WARRANT TOTAL				4,176.97
63586	AT & T	TELEPHONE	JUD	4.86
		TELEPHONE	FIN	53.51
		TELEPHONE	LGL	72.97
		TELEPHONE	PLN	58.38
		TELEPHONE	ENG	267.55
		TELEPHONE	INSP	29.19
		TELEPHONE	SWR	.80

WARRANT	VENDOR NAME	DESCRIPTION	AMOUNT
		WARRANT TOTAL	487.26
63587	BANK OF AMERICA	MEALS/TRAVEL SWR	302.37
		WARRANT TOTAL	302.37
63588	BARNETT IMPLEMENT CO. INC	REPAIR/MT-SMALL TOOLS EQUIP PK	757.89
		OPERATING SUPPLIES CEM	16.26
		WARRANT TOTAL	741.63
63589	BANK OF AMERICA	MEALS/TRAVEL SWR	140.99
		MEALS/TRAVEL SWR	95.00
		MEALS/TRAVEL SWR	76.95
		WARRANT TOTAL	312.94
63590	BANK OF AMERICA	SMALL TOOLS/MINOR EQUIP IT	622.26
		SMALL TOOLS/MINOR EQUIP IT	160.88
		WARRANT TOTAL	783.14
63591	BAY CITY SUPPLY	OPERATING SUPPLIES CS	66.31
		OFFICE/OPERATING SUPPLIES PD	73.82
		OPERATING SUPPLIES FD	73.82
		OPERATING SUP - CITY HALL PK	34.41
		OPERATING SUP - HAMMER SQ PK	37.91
		OPERATING SUPPLIES SAN	1,082.40
		WARRANT TOTAL	1,368.67
63592	BERG VAULT COMPANY	OPERATING SUPPLIES SWTR	512.00
		OPERATING SUPPLIES SWTR	38.20
		WARRANT TOTAL	550.20
63593	BERG, ERON	COMMUNICATIONS EXE	36.70
		WARRANT TOTAL	36.70
63594	BIGGAR, ROB	PROFESSIONAL SERVICES ENG	132.00
		PROFESSIONAL SERVICES SWR	1,628.00
		WARRANT TOTAL	1,760.00
63595	BLAKELY, BOB	MISC-DUES/SUBSCRIPTIONS SWR	30.00
		WARRANT TOTAL	30.00
63596	BLUMENTHAL UNIFORM & EQUIP	UNIFORMS/ACCESSORIES PD	133.50
		WARRANT TOTAL	133.50
63597	BRAT WEAR	UNIFORMS/ACCESSORIES PD	995.52
		WARRANT TOTAL	995.52
63598	CARLETTI ARCHITECTS P.S.	ARCHITECT & ENGINEERING CH	3,127.47
		WARRANT TOTAL	3,127.47
63599	CASCADE GUTTER SERVICE INC.	CONSTRUCTION CH	367.20
		WARRANT TOTAL	367.20

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
63600	CH2MHILL	CONSTRUCTION - SR20 LINE	PWT	13,948.43
		WARRANT TOTAL		13,948.43
63601	CHEVRON U.S.A., INC.	AUTO FUEL/DIESEL	FD	195.67
		WARRANT TOTAL		195.67
63602	COLLINS OFFICE SUPPLY, INC	SUPPLIES	FIN	49.65
		SUPPLIES	FIN	38.34
		SUPPLIES	FIN	62.31
		SUPPLIES/BOOKS	PLN	43.19
		SUPPLIES/BOOKS	PLN	4.31
		SUPPLIES	ENG	1.57
		SUPPLIES	ENG	4.32
		OFFICE/OPERATING SUPPLIES	PD	67.59
		OFFICE/OPERATING SUPPLIES	PD	172.56
		OFF/OPER SUPPS & BOOKS	INSP	4.31
		WARRANT TOTAL		448.15
63603	COLUMBIA PAINT	OPERATING SUPPLIES	ST	971.59
		WARRANT TOTAL		971.59
63604	COLACURCIO BROTHERS, INC.	BINGHAM PARK BLDG	PK	43,696.04
		CONSTRUCTION	CH	23,218.73
		EVIDENCE/STORAGE BUILDING	CH	33,807.09
		WARRANT TOTAL		100,721.86
63605	COMCAST	COMPUTER NETWORK	CS	68.40
		TELEPHONE	PD	13.30
		TELEPHONE	FD	13.30
		WARRANT TOTAL		95.00
63606	CONSUMER RENTAL CENTER	REPAIR/MT-SMALL TOOLS EQUIP	PK	52.02
		REPAIR/MT-SMALL TOOLS EQUIP	PK	26.56
		REPAIR/MT-SMALL TOOLS EQUIP	PK	13.28
		WARRANT TOTAL		91.86
63607	COOK PAGING (WA)	TELEPHONE	FD	6.26
		WARRANT TOTAL		6.26
63608	CORRECTIONAL INDUSTRIES	PROFES. SVCS. REIMBURSE	ENG	11.89
		WARRANT TOTAL		11.89
63609	COUNTRY HOME MAGAZINE	BOOKS, PERIOD, RECORDS	LIB	21.97
		WARRANT TOTAL		21.97
63610	COUNTRYSIDE CHEVROLET	REPAIR & MAINT - AUTO	PD	41.85
		REPAIR & MAINT - AUTO	PD	187.92
		WARRANT TOTAL		229.77
63611	SKAGIT WEEKLY NEWS GROUP	SUPPLIES	ENG	136.62
		MAINTENANCE OF LINES	SWR	284.04
		WARRANT TOTAL		420.66

CITY OF SEDRO-WOOLLEY
 SORTED TRANSACTION WARRANT REGISTER
 06/11/2008 (Printed 06/06/2008 09:32)

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
63612	CRAWFORD GARAGE DOORS INC	REPAIR/MT-SENIOR CENTER	PK	102.60
		WARRANT TOTAL		102.60
63613	CRISP, CARRIE	MEALS/TRAVEL	SWR	95.94
		WARRANT TOTAL		95.94
63614	CUES	MAINTENANCE OF LINES	SWR	482.28
		WARRANT TOTAL		482.28
63615	DC'S PRINTING & AWARDS	SUPPLIES	ENG	9.72
		WARRANT TOTAL		9.72
63616	DATA BASE RECORDS DESTRUCTION LLC	PROFESSIONAL SERVICES	JUD	17.00
		SUPPLIES	FIN	8.50
		WARRANT TOTAL		25.50
63617	DAVID EVANS & ASSOC INC	ENGINEERING-SKAGIT LIGHT	AST	46,602.15
		WARRANT TOTAL		46,602.15
63618	DAY WIRELESS SYSTEMS INC	REPAIRS & MAINTENANCE	PD	190.06
		WARRANT TOTAL		190.06
63619	DEPARTMENT OF STATE	PROFESSIONAL SERVICES	CIV	30.00
		WARRANT TOTAL		30.00
63620	DMCJA-STEPHEN BROWN, TREASURER	TUITION/REGISTRATION	JUD	187.00
		WARRANT TOTAL		187.00
63621	EASY PICKER GOLF PRODUCTS INC.	OPERATING SUP - DRIVING RANGE		1,102.94
		WARRANT TOTAL		1,102.94
63622	E & E LUMBER	OFFICE/OPERATING SUPPLIES	PD	3.35
		OFFICE/OPERATING SUPPLIES	PD	9.09
		OFFICE/OPERATING SUPPLIES	PD	12.16
		OPERATING SUP - CITY HALL	PK	24.65
		REPAIRS/MT-RIVERFRONT	PK	7.38
		REPAIRS/MT-RIVERFRONT	PK	19.40
		REPAIR/MT-MEMORIAL PARK	PK	22.68
		REPAIR/MT-BINGHAM PARK	PK	71.18
		REPAIR/MT-BINGHAM PARK	PK	80.15
		OPERATING SUPPLIES	CEM	3.78
		OPERATING SUPPLIES	ST	12.63
		SMALL TOOLS/MINOR EQUIP	ST	32.38
		OPERATING SUPPLIES	ST	11.75
		OPERATING SUPPLIES	ST	25.53
		OPERATING SUPPLIES	ST	9.30
		OPERATING SUPPLIES	ST	24.82
		OPERATING SUPPLIES	ST	17.49
		OPERATING SUPPLIES	SWR	12.17
		OPERATING SUPPLIES	SWR	30.91
		OPERATING SUPPLIES	SWR	1.13
		WARRANT TOTAL		431.93

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
63623	EDGE ANALYTICAL, INC.	PROFESSIONAL SERVICES	SWR	612.00
		WARRANT TOTAL		612.00
63624	ELEC HANDBOOK PUB INC.	BOOKS, PERIOD, RECORDS	LIB	66.27
		WARRANT TOTAL		66.27
63625	ENVIRONMENTAL MAGAZINE	BOOKS, PERIOD, RECORDS	LIB	74.85
		WARRANT TOTAL		74.85
63626	FASTENAL COMPANY	OPERATING SUPPLIES	FD	15.33
		OPERATING SUPPLIES	ST	23.48
		WARRANT TOTAL		38.81
63627	FEDERAL CERTIFIED HEARING	PROFESSIONAL SERVICES	ENG	20.00
		WARRANT TOTAL		20.00
63628	FEDERAL EXPRESS CORP.	POSTAGE	PLN	28.14
		ENGINEERING - METCALF LINE PWT		45.84
		BOND INTEREST		30.44
		WARRANT TOTAL		104.42
63629	FEI #3007	REPAIRS/MT-RIVERFRONT	PK	35.03
		WARRANT TOTAL		35.03
63630	FRONTIER BUILDING SUPPLY	OPERATING SUPPLIES	ST	8.64
		WARRANT TOTAL		8.64
63631	GARDNER ELECTRONICS	REPAIRS/MAINT-EQUIP	FD	281.61
		REPAIRS/MAINT-EQUIP	FD	97.20
		WARRANT TOTAL		378.81
63632	GREAT AMERICA LEASING COR	EQUIPMENT LEASES	CS	269.89
		EQUIPMENT LEASES	CS	308.99
		WARRANT TOTAL		578.88
63633	GRCC/WETRC	MISC-TUITION/REGISTRATION	SWR	235.00
		WARRANT TOTAL		235.00
63634	GUARDIAN SECURITY	OPERATING SUPPLIES	CS	52.00
		WARRANT TOTAL		52.00
63635	HEALTH	BOOKS, PERIOD, RECORDS	LIB	20.00
		WARRANT TOTAL		20.00
63636	HIGHSMITH COMPANY, INC.	EARLY LITERACY	LIB	22.73
		WARRANT TOTAL		22.73
63637	HORIZON BANK	CONSTRUCTION - SR20 LINE	PWT	3,808.86
		WARRANT TOTAL		3,808.86
63638	INDUSTRIAL TOOL BOX INC	SMALL TOOLS/MINOR EQUIP	ST	72.96
		WARRANT TOTAL		72.96

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WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
63639	INGRAM LIBRARY SERVICES	BOOKS, PERIOD, RECORDS	LIB	64.03
		BOOKS, PERIOD, RECORDS	LIB	15.88
		BOOKS, PERIOD, RECORDS	LIB	5.37
		BOOKS, PERIOD, RECORDS	LIB	19.57
		BOOKS, PERIOD, RECORDS	LIB	74.41
		BOOKS, PERIOD, RECORDS	LIB	168.82
		BOOKS, PERIOD, RECORDS	LIB	32.51
		BOOKS, PERIOD, RECORDS	LIB	35.76
		BOOKS, PERIOD, RECORDS	LIB	42.06
		BOOKS, PERIOD, RECORDS	LIB	4.94
		BOOKS, PERIOD, RECORDS	LIB	22.56
		BOOKS, PERIOD, RECORDS	LIB	14.11
		BOOKS, PERIOD, RECORDS	LIB	34.74
		BOOKS, PERIOD, RECORDS	LIB	125.42
		BOOKS, PERIOD, RECORDS	LIB	39.81
			BOOKS, PERIOD, RECORDS	LIB
	WARRANT TOTAL		730.75	
63640	JOHN DEERE GOVERNMENT &	EQUIPMENT & VEHICLES	PK	48,847.04
		WARRANT TOTAL		48,847.04
63641	KCDA PURCHASING COOPERATIVE	CAPITAL IMPROV-RESERVE	CS	2,860.08
		WARRANT TOTAL		2,860.08
63642	L N CURTIS & SONS	OPERATING SUPPLIES	FD	953.97
		SMALL TOOLS & MINOR EQUIP	FD	80.62
		WARRANT TOTAL		1,034.59
63643	LEFEBER BULB & TURF FARM	CONSTRUCTION	CH	209.00
		WARRANT TOTAL		209.00
63644	LISSER & ASSOC.	PROF SVS-ENGINEERING	SWR	527.00
		WARRANT TOTAL		527.00
63645	LOGGERS AND CONTRACTORS	SMALL TOOLS/MINOR EQUIP	ST	86.64
		REPAIR/MAINTENANCE-EQUIP	ST	378.28
		WARRANT TOTAL		464.92
63646	LIFE TEK, INC	TUITION/REGISTRATION	FD	450.00
		WARRANT TOTAL		450.00
63647	LOUIE FOXX, LLC	SUMMER READ PROGRAM	LIB	150.00
		WARRANT TOTAL		150.00
63648	MAMMOTH STONEWORKS INC	CAP OUTLAY-GRANT FOR HHS	PKR	30.19
		WARRANT TOTAL		30.19
63649	MCMCLOUGHLIN & EARDLEY CORP	REPAIRS/MAINT-EQUIP	FD	394.75
		REPAIRS/MAINT-EQUIP	FD	147.20
		WARRANT TOTAL		541.95
63650	MELTON, NEWELL R.	CLOTHING	ST	90.70

WARRANT	VENDOR NAME	DESCRIPTION	AMOUNT
		WARRANT TOTAL	90.70
63651	MARTIN MARIETTA MATERIALS	OPERATING SUP - HAMMER SQ PK	46.72
		REPAIR/MAINT-STREETS ST	652.25
		REPAIR/MAINT-STREETS ST	149.21
		WARRANT TOTAL	848.18
63652	MUNICIPAL EMERGENCY SERVICES, INC.	REPAIRS/MAINT-EQUIP FD	137.43
		WARRANT TOTAL	137.43
63653	MID-AMERICAN RESEARCH CHEM.	MAINTENANCE OF LINES SWR	340.74
		WARRANT TOTAL	340.74
63654	MONEY MAGAZINE	BOOKS, PERIOD, RECORDS LIB	39.90
		WARRANT TOTAL	39.90
63655	MOTOR TRUCKS, INC.	REPAIRS/MAINT-EQUIP SAN	166.04
		WARRANT TOTAL	166.04
63656	MOUNT VERNON, CITY OF	SUMMER READ PROGRAM LIB	14.00
		WARRANT TOTAL	14.00
63657	NEWMAN SIGNS INC	OPERATING SUPPLIES ST	479.61
		OPERATING SUPPLIES ST	163.50
		WARRANT TOTAL	643.11
63658	NEXTEL COMMUNICATIONS	TELEPHONE FIN	86.40
		TELEPHONE LGL	28.79
		PUBLIC UTILITIES CS	28.79
		TELEPHONE PLN	28.79
		NEXTEL CELL PHONES	57.60
		TELEPHONE PD	489.60
		TELEPHONE FD	201.53
		TELEPHONE INSP	28.79
		TELEPHONE PK	259.20
		TELEPHONE CEM	57.58
		TELEPHONE ST	172.74
		NEXTEL CELL PHONES	288.00
		NEXTEL CELL PHONES SAN	172.74
		WARRANT TOTAL	1,900.55
63659	OFFICE DEPOT	NETWORK HARDWARE IT	194.38
		OFFICE/OPERATING SUPPLIES PD	42.17
		OFFICE SUPPLIES SWR	88.20
		OFFICE SUPPLIES SWR	15.85
		WARRANT TOTAL	340.60
63660	OLIVER-HAMMER CLOTHES	SAFETY EQUIPMENT ST	70.18
		CLOTHING SWR	43.20
		WARRANT TOTAL	113.38
63661	OUTWEST UNLIMITED	REPAIR/MT-GOLF COURSE PK	420.00

WARRANT	VENDOR NAME	DESCRIPTION	AMOUNT
		WARRANT TOTAL	420.00
63662	PAT RIMMER TIRE CTR, INC	REPAIR/MT-SMALL TOOLS EQUIP PK	98.32
		REPAIR/MT-SMALL TOOLS EQUIP PK	26.55
		REPAIR/MT-SMALL TOOLS EQUIP PK	92.16
		REPAIR/MAINTENANCE-EQUIP ST	33.43
		WARRANT TOTAL	250.46
63663	PETTY CASH-DEBRA PETERSON	SUMMER READ PROGRAM LIB	62.21
		WARRANT TOTAL	62.21
63664	PRINTWISE, INC.	SUPPLIES JUD	142.56
		WARRANT TOTAL	142.56
63665	PUBLIC UTILITY DIS. NO.1	PUBLIC UTILITIES SWR	32.80
		WARRANT TOTAL	32.80
63666	PUGET SOUND ENERGY	PUBLIC UTILITIES CS	2,110.92
		PUB UTILITIES-MALL CS	7.23
		PUB UTILITIES-MALL CS	38.59
		PS - Stormwater	78.31
		REPAIRS & MAINTENANCE PD	7.22
		UTILITIES-RIVERFRONT PK	683.19
		UTILITIES-COMMUNITY CTR PK	145.21
		UTILITIES-SENIOR CENTER PK	300.71
		UTILITIES - GOLF PK	80.44
		UTILITIES-TRAIN PK	81.73
		UTILITIES-HAMMER SQUARE PK	306.21
		UTILITIES-BINGHAM & MEMORIAL P	32.24
		UTILITIES - SHOP PK	79.77
		UTILITIES - OTHER PK	7.23
		PUBLIC UTILITIES CEM	62.72
		PUBLIC UTILITIES ST	85.46
		PUBLIC UTILITIES ST	50.61
		PUBLIC UTILITIES ST	61.99
		PUBLIC UTILITIES ST	7,042.45
		PUBLIC UTILITIES LIB	221.96
		ADVERTISING HOT	31.38
		PUBLIC UTILITIES SWR	7,690.22
		PUBLIC UTILITIES SWR	128.23
		PUBLIC UTILITIES SAN	159.28
		WARRANT TOTAL	19,493.30
63667	PUGET SOUND LEASING CO. INC	PUBLIC UTILITIES RV	11.30
		UTILITIES-RIVERFRONT PK	21.62
		UTILITIES-COMMUNITY CTR PK	42.57
		UTILITIES-SENIOR CENTER PK	177.10
		PUBLIC UTILITIES SWR	195.98
		WARRANT TOTAL	448.57
63668	RONK BROTHERS, INC.	MAINT OF GENERAL EQUIP SWR	1,107.41
		WARRANT TOTAL	1,107.41

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WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
63669	SCADA & CONTROLS ENGINEERING INC	PROFESSIONAL SERVICES	SWR	1,287.00
		WARRANT TOTAL		1,287.00
63670	SCOTT ELECTRIC, INC.	CONSTRUCTION	CH	243.00
		WARRANT TOTAL		243.00
63671	SCIENTIFIC SUPPLY	OPERATING SUPPLIES	SWR	244.60
		WARRANT TOTAL		244.60
63672	SEDRO-WOOLLEY AUTO PARTS	OPERATING SUPPLIES	FD	60.79
		OPERATING SUPPLIES	FD	9.72
		SMALL TOOLS & MINOR EQUIP	FD	37.75
		REPAIR/MT-SMALL TOOLS EQUIP	PK	45.68
		OPERATING SUPPLIES	CEM	3.14
		OPERATING SUPPLIES	CEM	24.17
		OPERATING SUPPLIES	CEM	120.70
		OPERATING SUPPLIES	CEM	13.07
		OPERATING SUPPLIES	CEM	1.88
		OPERATING SUPPLIES	ST	47.79
		OPERATING SUPPLIES	ST	.66
		OPERATING SUPPLIES	ST	6.46
		SAFETY EQUIPMENT	ST	24.18
		MAINTENANCE OF VEHICLES	SWR	17.09
		OPERATING SUPPLIES	SWR	52.92
		REPAIRS/MAINT-EQUIP	SAN	43.43
		WARRANT TOTAL		509.43
63673	SEDRO-WOOLLEY GLASS	REPAIR/MT-HARRY OSBORNE	PK	54.00
		WARRANT TOTAL		54.00
63674	SEDRO-WOOLLEY VOLUNTEER	SALARIES-VOLUNTEERS	FD	10,221.00
		WARRANT TOTAL		10,221.00
63675	SEVEN SISTERS, INC.	REPAIR/MT-HAMMER SQUARE	PK	72.86
		WARRANT TOTAL		72.86
63676	SEVENTEEN	BOOKS, PERIOD, RECORDS	LIB	24.97
		WARRANT TOTAL		24.97
63677	SIGNMAKERS	CONSTRUCTION	CH	611.28
		WARRANT TOTAL		611.28
63678	SKAGIT COUNTY GOVERNMENT	OPERATING LEASE-COMPUTER	PD	2,057.04
		PROFESSIONAL SERVICES	FD	171.42
		WARRANT TOTAL		2,228.46
63679	SKAGIT COUNTY TREASURER	CRIME VCTM & WITNSS PROG	LGL	112.45
		WARRANT TOTAL		112.45
63680	SKAGIT FARMERS SUPPLY	OPERATING SUPPLIES-PROPANE	ST	19.46
		WARRANT TOTAL		19.46

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
63681	SKAGIT VALLEY PUBLISHING	LEGAL PUBLICATIONS	LGS	38.01
		LEGAL PUBLICATIONS	LGS	38.01
		WARRANT TOTAL		76.02
63682	SPOKANE CO. LIBRARY DIST.	TUITION/REGISTRATION	LIB	142.00
		WARRANT TOTAL		142.00
63683	SPRINT	TELEPHONE	FD	60.69
		WARRANT TOTAL		60.69
63684	STRIDER CONST. CO INC.	CONSTRUCTION - SR20 LINE	PWT	78,462.43
		WARRANT TOTAL		78,462.43
63685	SUMMIT LAW GROUP	NEGOTIATIONS	EXE	220.00
		WARRANT TOTAL		220.00
63686	SUNSET MAGAZINE	BOOKS, PERIOD, RECORDS	LIB	64.00
		WARRANT TOTAL		64.00
63687	TORGGY'S CUSTOM	REPAIR & MAINT - AUTO	PD	81.00
		WARRANT TOTAL		81.00
63688	TRUE VALUE	OFFICE/OPERATING SUPPLIES	PD	3.22
		OPERATING SUPPLIES	FD	5.39
		OPERATING SUPPLIES	FD	1.39
		OPERATING SUPPLIES	FD	37.30
		OPERATING SUPPLIES	FD	2.47
		OPERATING SUP - RIVERFRONT	PK	46.81
		OPERATING SUP - COMM CENTER	PK	23.74
		OPERATING SUP - COMM CENTER	PK	19.95
		OPERATING SUP - CITY HALL	PK	8.63
		OPERATING SUP - CITY HALL	PK	14.02
		OPERATING SUP - CITY HALL	PK	3.43
		OPERATING SUP - CITY HALL	PK	23.74
		OPERATING SUP - LIBRARY	PK	127.79
		OPERATING SUP - GOLF	PK	2.79
		SMALL TOOLS & MINOR EQUIP	PK	16.19
		SMALL TOOLS & MINOR EQUIP	PK	458.97
		SAFETY EQUIPMENT	PK	143.59
		REPAIR/MT-MEMORIAL PARK	PK	11.87
		REPAIR/MT-BINGHAM PARK	PK	16.52
		OPERATING SUPPLIES	CEM	6.47
		OPERATING SUPPLIES	ST	32.91
		OPERATING SUPPLIES	ST	8.63
		OPERATING SUPPLIES	SWR	5.82
		OPERATING SUPPLIES	SWR	59.39
		OPERATING SUPPLIES	SWR	13.66
		OPERATING SUPPLIES	SWR	63.08
		OPERATING SUPPLIES	SWR	21.58
		OPERATING SUPPLIES	SWR	22.06
		OPERATING SUPPLIES	SAN	6.47
		WARRANT TOTAL		1,207.88

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
63689	UNITED GENERAL HOSPITAL	PRISONERS	PD	144.00
		PRISONERS	PD	445.00
		WARRANT TOTAL		589.00
63690	UNIVAR USA INC	OP SUPPLIES-CHEMICALS	SWR	679.59
		OP SUPPLIES-CHEMICALS	SWR	850.20
		OP SUPPLIES-CHEMICALS	SWR	120.00
		WARRANT TOTAL		1,409.79
63691	UNIVERSITY OF CALIFORNIA	BOOKS, PERIOD, RECORDS	LIB	28.00
		WARRANT TOTAL		28.00
63692	USA BLUE BOOK	OPERATING SUPPLIES	SWR	104.25
		OPERATING SUPPLIES	SWTR	122.10
		WARRANT TOTAL		226.35
63693	VALLEY AUTO SUPPLY	MAINTENANCE OF VEHICLES	SWR	10.45
		REPAIRS/MAINT-EQUIP	SAN	16.18
		OPERATING SUPPLIES	SAN	23.08
		WARRANT TOTAL		49.71
63694	VALLEY FREIGHTLINER INC	MAINTENANCE OF VEHICLES	SWR	21.59
		WARRANT TOTAL		21.59
63695	VERIZON NORTHWEST	TELEPHONE	PK	91.12
		TELEPHONE	CEM	62.59
		TELEPHONE	LIB	111.93
		TELEPHONE	SWR	122.53
		TELEPHONE	SAN	22.17
		WARRANT TOTAL		410.34
63696	WASHINGTON FIRE CHIEFS	SUPPLIES & BOOKS	FD	50.00
		WARRANT TOTAL		50.00
63697	WA ST DEPT OF PROF LICEN	INTERGOV SVC-GUN PERMITS	PD	90.00
		WARRANT TOTAL		90.00
63698	WA ST OFF OF TREASURER	STATE REMITTANCES-COURT		6,227.24
		WARRANT TOTAL		6,227.24
63699	WASTE MANAGEMENT OF SKGT	RECYCLING FEE - HOUSEHOLD	SAN	9,135.96
		WARRANT TOTAL		9,135.96
63700	WOOD'S LOGGING SUPPLY INC	POSTAGE	FD	9.34
		SAFETY EQUIPMENT	PK	40.50
		MAINT OF GENERAL EQUIP	SWR	85.20
		WARRANT TOTAL		135.04
63701	ZENDER-THURSTON PS	PROFESSIONAL SERVICES	LGL	1,058.00
		PROFESSIONAL SERVICES	PLN	10,853.90
		WARRANT TOTAL		11,911.90

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WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
63702	BETHEA, JAMES POLK	JURY/WITNESS FEES	JUD	16.68
		WARRANT TOTAL		16.68
63703	BROWN, DEBORA ANNETTE	JURY/WITNESS FEES	JUD	10.00
		WARRANT TOTAL		10.00
63704	CANADAY, LEON PAT	JURY/WITNESS FEES	JUD	12.67
		WARRANT TOTAL		12.67
63705	COPE, ERNEST R.	JURY/WITNESS FEES	JUD	10.89
		WARRANT TOTAL		10.89
63706	FRANK, LARRY	JURY/WITNESS FEES	JUD	11.78
		WARRANT TOTAL		11.78
63707	HOCKETT, ORVILLE L.	JURY/WITNESS FEES	JUD	16.68
		WARRANT TOTAL		16.68
63708	HODGIN, LONNIE BOYCE	JURY/WITNESS FEES	JUD	14.45
		WARRANT TOTAL		14.45
63709	ISAKSON, KRISTIN M.	JURY/WITNESS FEES	JUD	10.89
		WARRANT TOTAL		10.89
63710	MAYHEW, RUSSELL DUANE	JURY/WITNESS FEES	JUD	13.56
		WARRANT TOTAL		13.56
63711	MCMORAN, KRISTEEN E.	JURY/WITNESS FEES	JUD	10.89
		WARRANT TOTAL		10.89
63712	ODLE, MARY E	JURY/WITNESS FEES	JUD	12.23
		WARRANT TOTAL		12.23
63713	RAY, RUSSELL M.	JURY/WITNESS FEES	JUD	10.89
		WARRANT TOTAL		10.89
63714	RODRIGUEZ, CARLOS ANDY	JURY/WITNESS FEES	JUD	10.00
		WARRANT TOTAL		10.00
63715	SCOTT, TIMOTHY	JURY/WITNESS FEES	JUD	10.45
		WARRANT TOTAL		10.45
63716	SPENCER, JOHN R.	JURY/WITNESS FEES	JUD	13.56
		WARRANT TOTAL		13.56
63717	WHITE, DONALD	JURY/WITNESS FEES	JUD	10.22
		WARRANT TOTAL		10.22
63718	MILLER, JAMES D.	SPACE/FACILITY RENT-RIVERFRONT		175.00
		WARRANT TOTAL		175.00
		RUN TOTAL		398,220.70

FUND	TITLE	AMOUNT
001	CURRENT EXPENSE FUND	49,149.79
101	PARK FUND	50,834.00
102	CEMETERY FUND	384.58
103	STREET FUND	11,041.11
104	ARTERIAL STREET FUND	46,602.15
105	LIBRARY FUND	1,870.49
107	CUM RESERVE FOR CITY PARK FUND	30.19
108	STADIUM FUND	31.38
331	CITY HALL CONST FUND	61,583.77
332	PWTF SEWER CONSTRUCTION FUND	96,265.56
401	SEWER FUND	19,370.42
407	1998 SEWER REVENUE BOND FUND	30.44
412	SOLID WASTE FUND	11,274.60
425	STORMWATER	905.18
501	EQUIPMENT REPLACEMENT FUND	48,847.04
TOTAL		398,220.70

DEPARTMENT	AMOUNT
001 000 000	6,227.24
001 000 011	76.02
001 000 012	547.26
001 000 013	256.70
001 000 014	298.71
001 000 015	1,272.21
001 000 016	30.00
001 000 017	977.52
001 000 018	6,011.54
001 000 019	11,016.71
001 000 020	735.78
001 000 021	7,105.87
001 000 022	14,531.94
001 000 024	62.29
FUND CURRENT EXPENSE FUND	49,149.79
101 000 000	175.00
101 000 076	50,659.00
FUND PARK FUND	50,834.00
102 000 036	384.58
FUND CEMETERY FUND	384.58
103 000 042	11,041.11
FUND STREET FUND	11,041.11
104 000 042	46,602.15
FUND ARTERIAL STREET FUND	46,602.15
105 000 072	1,870.49
FUND LIBRARY FUND	1,870.49
107 000 076	30.19
FUND CUM RESERVE FOR CITY PARK FUND	30.19
108 000 019	31.38
FUND STADIUM FUND	31.38
331 000 012	61,583.77
FUND CITY HALL CONST FUND	61,583.77
332 000 082	96,265.56
FUND PWTF SEWER CONSTRUCTION FUND	96,265.56
401 000 035	19,370.42
FUND SEWER FUND	19,370.42
407 000 082	30.44
FUND 1998 SEWER REVENUE BOND FUND	30.44
412 000 037	11,274.60
FUND SOLID WASTE FUND	11,274.60

VENDOR	VENDOR NAME	INVOICE NUMBER	REFERENCE	INVOICE DATE	DUE DATE	COMMENTS
	425 000 039		905.18			
	FUND STORMWATER		905.18			
	501 000 101		48,847.04			
	FUND EQUIPMENT REPLACEMENT FUND		48,847.04			
	TOTAL		398,220.70			

CITY COUNCIL AGENDA
REGULAR MEETING

JUN 11 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. _____

STREET CLOSURES FOR LOGGERODEO 2008

- 1) CARNIVAL, JUNE 27TH THRU JULY 4TH
METCALF STREET, SAME LAYOUT AS LAST YEAR, ONLY ONE LANE SOUTHBOUND.
- 2) KIDDIE PARADE, JULY 2ND
WARNER ST IN FRONT OF LEMLEYS, METCALF STREET, FERRY ST TO LEGION.
- 3) ARTS & CRAFTS & FOOD FAIR
WARNER ST BESIDE EAGLES CLUB, ONLY TO END OF EAGLES BLDG,
MUNICIPAL LOT ON METCALF STREET, HAVE OBTAINED PERMISSION FOR BACK
HALF OF LOT FROM MASONS.
- 4) WOOD CARVING EVENT, JULY 3RD THRU 5TH
MUNICIPAL LOT BESIDE SWAP
- 5) HAMMER HERITAGE SQUARE, JULY 3RD, 5-7PM
JOEL BRANTLY "COUNTRY HOE DOWN SHOW"
- 6) 4TH OF JULY PARADE
USUAL ROUTE FOR PARADE, FOOTRACE AND HIGHSCHOOL FOR SETUP.
- 7) STREET DANCE, JULY 5TH 7-10PM
HAMMER HERITAGE SQUARE, METCALF STREET TO END OF BOWLING ALLEY
INTERSECTION OF FERRY STREET IF NECESSARY, SEE JEANNE.

CITY COUNCIL AGENDA
REGULAR MEETING

JUN 11 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. _____

CITY OF SEDRO-WOOLLEY

Solid Waste & Fleet Division
315 Sterling Street
Sedro-Woolley, WA 98284
Phone (360) 855-1884
Fax (360) 855-9024
E-Mail ljacobs@ci.sedro-woolley.wa.us

DATE: Thursday, May 29, 2008
TO: Mark Freiberger
FROM: Leo Jacobs, Solid Waste & Fleet Supervisor
SUBJECT: E Waste at the recycling yard



Mark,

We have been taking electronics for about one year now at our recycling facility. It started with a couple of free recycling events to promote this type of recycling and then as a transfer spot for city hall and old police evidence electronic equipment and the Sedro-Woolley School District. The Department of Ecology is putting together a take it back program, this is where the manufactures will be paying for the majority of electronics brought to our facility and including some of the hauling and other related costs. This is voluntary and we could opt out at ant time. We will be working with the WMMFA (see attached)
This can be done easily with are current staffing level and recycling yard times.

Request is to sign collector participation form. (Copy attached)



Letter of Intent to Participate

Washington Materials Management and Financing Authority Collection Services for Electronic Products covered under Chapter 70.95N RCW

The purpose of this letter is to affirm your interest in working with the Washington Materials Management and Financing Authority (the Authority) to operate collection site(s) for the recycling of covered electronic products, including: used televisions, desktops, laptops and monitors. This is not a binding agreement, but documents your interest in participating as a collection site for the Authority.

Background

The Washington Materials Management and Financing Authority was created by Washington law in 2006. The Authority's members are manufacturers who sell televisions, computers, laptops and monitors in Washington State. The Authority is required to develop and implement a plan to collect, transport, and recycle covered electronic products at no cost to consumers in every county in Washington and every city or town with a population greater than 10,000. The law requires that these programs be fully implemented by January 1, 2009.

The Authority is Committed to Addressing the Needs of Collectors

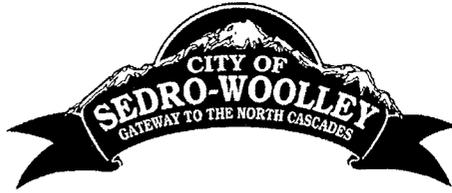
At the present time, there is no organized assistance to collectors of unwanted electronic equipment. Collection sites must finance their activities, operate collection locations, publicize collection opportunities to members of the public, find a suitable processor who can ensure safe and responsible processing, and make pickup arrangements for their collected electronics.

Under the new system, the Authority will provide assistance and take on many of these tasks and costs directly. The Authority will hire and audit recyclers, pick up and transport collected covered electronic products from collectors, assist with public outreach and reimburse collection site costs on a mutually agreeable basis. Authority services will be available to collectors either on an on-call or a regular basis, as worked out in collector-specific arrangements. Collectors will be able to determine their level of participation in the program based on their own particular circumstances.

How to Get Started...

To be considered as a collector in the Authority's Standard Plan for recycling covered electronic products, please complete the form below as soon as possible (we must submit this information to the Department of Ecology before February 1, 2008). Following that, our representative will contact you directly to discuss how the Authority can facilitate your collection activities and help you with the required registration process with Ecology and to answer your questions.

For more information, please visit us at www.wmmfa.net or send an email to SignMeUp@wmmfa.net.



CITY COUNCIL AGENDA
REGULAR MEETING

CITY OF SEDRO-WOOLLEY
Sedro-Woolley Municipal Building
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-0771
Fax (360) 855-0733

JUN 11 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. _____

Mark A. Freiberger, PE
Director of Public Works/City Engineer

MEMO TO: City Council and Mayor Mike Anderson
FROM: Mark A. Freiberger, PE
RE: **Columbarium Purchase for Union Cemetery**
DATE: June 2, 2008 (for Council review June 11, 2008)

ISSUE

Shall council move to authorize Mayor Anderson to enter into agreement with Automatic Wilbert Vault Company to furnish and install a 48 unit Columbarium for the Union Cemetery?

BACKGROUND/DISCUSSION

Three quotations were solicited from suppliers listed on the city's Vendor Roster. The bid tabulation is attached.

See the attached memorandum dated 5/20/08 from Ray Melton, Street Dept/Cemetery Team Leader for additional background information.

FINANCIAL

Funds for this project are available in the 2008 Budget .

REVENUE

102.000.036.596.36.62.00 Buildings & Structures \$18,000.00

ESTIMATED EXPENDITURES - CONSTRUCTION COSTS

Automatic Wilbert Vault Company \$10,967.04

Remaining Budget \$ 7,032.96

ANALYSIS

The apparent low bidder, Automatic Wilbert Precast of Tacoma, WA is responsive. The bid is within the 2008 budget.

RECOMMENDATION

It is Staff's recommendation that Council move to authorize Mayor Anderson to enter into agreement with Automatic Wilbert Vault Co. of Tacoma, WA to provide materials and labor to deliver and install one 48 unit Columbarium for the Union Cemetery as quoted in the amount of \$10,967.04.

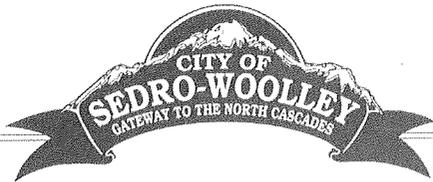
MOTION:

Move to authorize Mayor Anderson to enter into agreement with Automatic Wilbert Vault Company to furnish and install a 48 unit Columbarium for the Union Cemetery in the amount of \$10,967.04.



325 Metcalf Street
 Sedro-Woolley, WA 98284

CITY OF SEDRO-WOOLLEY						
48 Unit Burial Niche Bid Tab						
Date: May 8, 2008						
Bid Item	Quantity	Wilbert Tacoma, WA Amount	Koppenberg Monroe, WA Amount	Sunset Calgary, Alberta Canada Amount		
48 Unit Burial Niche	1	\$ 10,967.04	\$ 13,800.00	\$ 18,202.00		
Bid Total (Including WSST)	Total	\$ 10,967.04	\$ 13,800.00	\$ 18,202.00		



DATE: May 20, 2008

TO: Mark Freiberger
Public Works Dir./City Engineer

FROM: Ray Melton
Street/Cemetery Dept's

SUBJECT: Cemetery – Columbarium Purchase

BACKGROUND

The Cemetery purchased a 48 unit Columbarium (Niche) in March 1996 @ a cost of \$6,432.00 from Automatic Wilbert Vault Co. The city furnished the cement @ a cost of \$399.54 with a contractor finishing the slab @ \$952.99, for a total cost \$7,784.53. Each space cost was set @ \$350.00 X 48= \$16,800.00 with opening and closing @ \$75.00 X 48= \$3,600.00 and each shutter inscription @ \$135.00 X 48= \$6,480.00. A gross return of \$26,880.00.

SITUATION

The above mentioned unit is now sold out, however the Cemetery has a much higher priced 84 unit Estate Model Columbarium with unit cost ranging from \$850.00 to \$1,200.00 each for single cremains inurnment. The Estate Columbarium was purchased September 2004 with 13 units sold to date with revenue @ \$19,575.00, plus open/close and shutter inscription charges. Cost of this unit was \$22,344.00 with the slab being poured and finished by city employees. Single inurnment of each niche would gross \$88,200.00, open/close @ \$75.00 X 84= \$6,300.00 and inscription of shutters @ \$135.00 X 84= \$11,340.00, a gross return of \$105,840.00. There is potential for even more revenue as with the Estate Niche for ½ the cost of the original Niche another cremains can be put in the unit plus additional open/close and inscription charges. Ground inurnment spaces are also available at the Cemetery , but not as popular as the Columbariums.

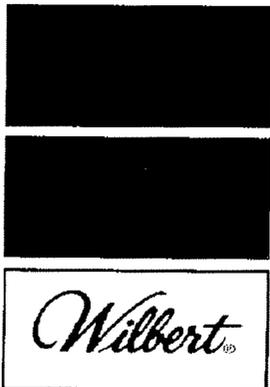
RECOMMENDATION

That approval be granted to purchase one (1) additional 48 unit Columbarium like the present sold out unit. There is already a cement slab directly east of the present unit in block 16. Bids were asked for on the city web site, see attached results of the quotes received, with Automatic Wilbert Vault Co. being the lowest bidder and able to furnish a identical unit as they sold the original unit to the city. Sale price of niches in the new unit would be increased to reflect the higher cost of this Columbarium.

Thank you,

Ray

CC: Jeff Moody



Proposal and Contract

April 30, 2008

Union Cemetery
City of Sedro Woolley
325 Metcalf Street
Sedro Woolley, WA 98284

We propose to furnish all materials and perform all labor necessary to complete the following:
We will deliver and install 48 MEDIUM FIBERLYTE NICHEs (10"x10") and shutters. The shutters will be single shutters and not quads.

The units will be manufactured for Union Cemetery to match the columbarium that we manufactured and installed back in 1993. They will set on a foundation to be poured in your cemetery. The cost of the foundation and labor to pour will be the responsibility of the cemetery. The color of Granite faces, trim and cap will be Academy Black. Automatic Wilbert Vault Co will provide installation of the niches and granite.

The above work will be completed in a substantial and workmanlike manner according to standard practices for the sum of \$210.00 per niche for a total of \$10,080.00 (Ten Thousand Eighty Dollars exactly). Tax for this project is calculated at 8.8% and will add \$887.04 to the job for a total amount of \$10,967.04. Total payment will be due when the job is completed.

Any alteration or deviation from the above specifications involving extra cost of materials or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.

Respectfully Submitted

David A. Jones
Automatic Wilbert Vault Co.

Acceptance

You are hereby authorized to furnish all materials and labor to complete the work mentioned in the above proposal, for which the City of Sedro Woolley, agrees to pay the amount mentioned in said proposal, and according to the terms thereof.

ACCEPTED BY:

_____ Date: _____, 2008

APPLICATION FOR VENDOR ROSTER

CITY OF SEDRO-WOOLLEY
720 MURDOCK STREET
SEDRO-WOOLLEY, WA 98284
(360) 855-1661

If you wish to be placed on the VENDOR ROSTER for the City of Sedro-Woolley, the following application must be completed in all particulars. **Incomplete applications will not be accepted.**

Further questions concerning this application may be directed to City Clerk Treasurer.

Roster Effective Dates: January 1, 2008 through December 31, 2008

1. Name of Company Automatic Wilbert Vault Co, Inc & Puget Sound Precast
2. Name of Contact Person Catherine Goldsmith / David Jones
 Business Address PO Box 45517
 City Tacoma State WA Zip 98448-5517
 Phone (253) 531-2656 Fax (253) 531-2689
3. Type of Business: (Check Appropriate)
 Incorporated Partnership Sole Proprietorship
 If Incorporated, state registered agent and address. If partnership or sole proprietorship, state managing person and address:
 Name Automatic Wilbert Vault Co, Inc.
 Address PO Box 45517
 City Tacoma State WA Zip 98448-5517
4. Minority Business: Yes No
5. Federal Tax Identification No. 91-0133280
6. Brand Name Franchise Dealer: - Wilbert Yes - Puget Sound Precast No
 Suppliers: Cemetery supplies architectural precast, landscape products, parking curbs, trash receptacles, planters, benches, picnic tables
 Franchise Supplies come from Wilbert, Inc.

Please Check The Appropriate Box Or Boxes That Apply To Your Business

Asphalt, Gravel, Rock, Concrete

Traffic Signs

Road Construction Material, Culverts, etc.

Chemicals

Lumber, Wood, etc.

Sand Bags

Equipment, Paints & Supplies

Office Equipment & Supplies

Pre-cast concrete products

Office Furniture

Lubricants & Tires

Cemetery Equipment & Supplies

Safety Equipment & Supplies

Storm & Sewer Pipe, etc.

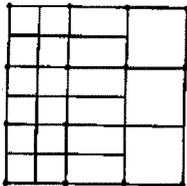
Other (Specify) _____

Date 5/12/2008

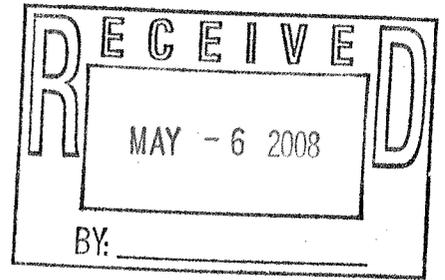
Prepared By Catherine Goldsmith
(Signature)

CATHERINE GOLDSMITH
(Please Print Name)

Title Office Mgr.



**KOPPENBERG
ENTERPRISES
INC.**



City of Sedro-Wooley
720 Murdock St
Sedro-Wooley, WA 98284
Attention: Mr. Melton

5/6/08

RE: Quote for 48 niche columbarium

It is our pleasure to quote you on the 48 niche unit burial unit. Koppenberg Enterprises, Inc. will furnish the entire 48 niche unit as per drawings, photos and specifications to match as close as possible the existing unit. It will be delivered and set on pad.

Total for all above: \$13,800.00 including delivery and tax

If there are any questions please call.

Sincerely,

Kim Koppenberg, President
Koppenberg Enterprises, Inc.
800-574-2481
Fax:360-794-4747
www.koppenbergenterprises.com

Sunset

May 6, 2008

Mr. Ray Melton
City of Sedro-Woolley
325 Metcalf Street
Sedro-Woolley, WA. 98284

RE: Legacy 48 niche Columbarium - Sunset Quotation No. 33262

Dear Ray,

Sunset Memorial & Stone Ltd. is pleased to provide a quote for supply and delivery of a Legacy style columbarium for Sedro-Woolley Union Cemetery.

Legacy Model 48 niche, with locking inner door

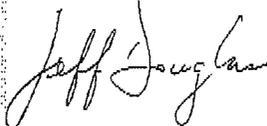
48 niche columbarium unit 6 niches wide and 4 niches high

48 niches	\$349.00/niche	\$16,752.00
	Freight	<u>\$1450.00</u>
	US	\$18,202.00

- Polished Premium Black granite, to match existing unit
- Two spare granite shutters included as well as spare parts kit

Please review, sign below and return to our office so we can put your order in production.
We thank you for your consideration and confidence in Sunset Memorial & Stone Ltd.
We look forward to working with you.

Sincerely,
Sunset Memorial & Stone Ltd.



Jeff Douglas
Project Manager

Sunset

LEGACY 48 niche (L.I.D) MODEL

SPECIFICATIONS

NICHE:

- Powder coated aluminium niches complete with key lock inner privacy/security shutter.
- Inventory of 48 niches.
- Companion interior niche size of 12" x 12" x 12" deep.
- Double door system.

DOORS:

- **Interior:** Doors are 1/8" aluminium, powder coated, with key lock for added security.
- **Exterior:** Black granite shutters, secured in place with standard bronze niche fasteners and secure-it head security screws.

END GABLES:

- Black granite end gables.

BASE:

- Black granite base to be 4" thick.

ROOF:

- Black granite roof to be 2 1/2" thick.
- Drip groove on underside of roof to avoid moisture seepage into the niche unit.
- The roof to extend 2 1/4" past the columbarium unit.

WARRANTY:

- 5 years on workmanship.
- 35 years on parts and components.

INSTALLATION:

- Arrives at the cemetery assembled and ready for use.

This plan and design are, and all of any other, the sole property of Sunset Memorial & Stone Co., and cannot be used or reproduced without written consent.

REVISIONS	
No.	Date

City of Sedro Woolley # 33262
Legacy LID 48 niches

Sunset
Memorial & Stone Ltd
3900 8 Street SE
Calgary Alberta T2G 5S7
Tel: 403-243-3383
Fax: 403-243-7533
WWW.SUNSETSTONE.COM

Project name

48 niche
Legacy style
columnarium

Project no.

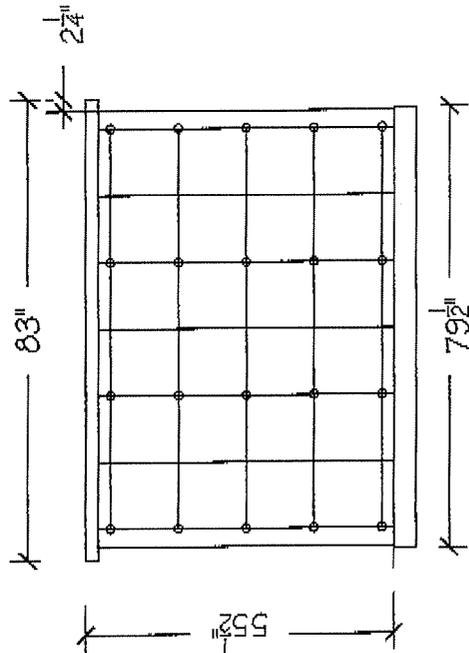
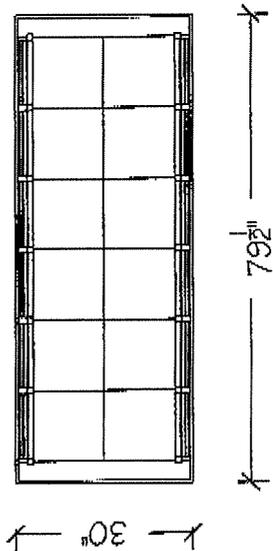
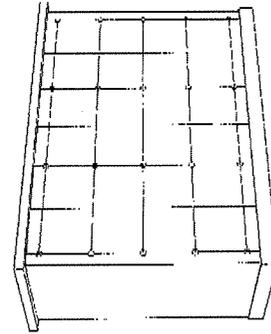
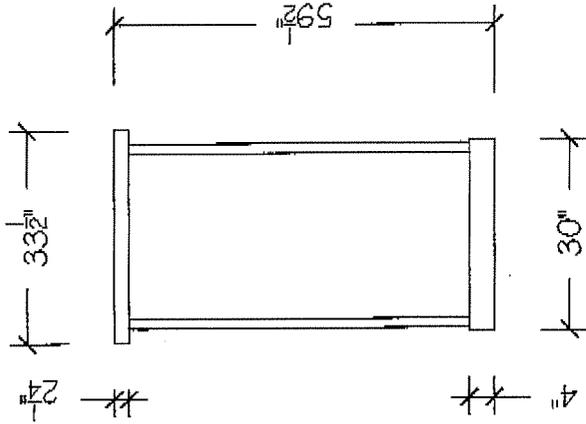
33262 legacy 48

Date

30Apr08 33262

Drawn by

Checked by



CITY COUNCIL AGENDA
REGULAR MEETING

JUN 11 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. _____

Memo

To: Mayor Anderson and City Council Members

From: Chief Doug Wood

Date: 6-2-08

Re: Guardian Security Contract

Background and Situation

We are currently building a new evidence storage building at 300 Metcalf Street. This contract is to move our existing security alarm from the old evidence storage area (Located in the old City Hall building) and install it in the new evidence storage building. The price to move and install the equipment is \$615.60 including tax. This contract also includes a \$28.00 monthly charge to monitor the alarm.

Recommended Action:

Staff recommends that the Council authorize Mayor Anderson to sign the contract with the Guardian Security for the alarm installation and monitoring.

SYSTEM PURCHASE AND SERVICE AGREEMENT

CUSTOMER NAME SEASIDE-WOLLEY POLICE DEPT DATE 5-29-2008
 BILLING ADDRESS 325 Metcalf CITY SEASIDE-WOLLEY STATE WA ZIP 98284
 INSTALLATION ADDRESS 300 Metcalf CITY SEASIDE-WOLLEY STATE WA ZIP 98284
 OFFICE PHONE NO. 360 855-0111 SITE PHONE _____

1. SYSTEM PURCHASE PRICE AND INSTALLATION CHARGE. If Customer purchases the System (as described below in Section 3) the total purchase price for the System, including installation is \$ 570.00 plus sales tax of \$ 95.60. Customer has paid \$ 0 in advance, receipt of which is hereby acknowledged, leaving an unpaid balance of \$ 615.60. Customer agrees that said unpaid balance shall be paid in full within PROGRESS BILLED days following installation of the System. Customer hereby grants to Guardain Security Systems, Inc., a security interest in the System to secure faithful performance of all Customer obligations hereunder. Method of Payment: Visa Mastercard AMX AUTO DEBIT Check # _____ Card # _____

2. SYSTEM LEASE - INSTALLATION AND RENTAL CHARGE: If Customer leases the System, lessee agrees to pay installation and rental charges as follows:
 (a) **Installation Charge and Downpayment.** Lessee agrees upon installation of the System to pay an installation charge of \$ N/A.
 (b) Monthly Quarterly If rent is to be paid monthly / quarterly, lessee agrees to pay monthly / quarterly / rental payments of \$ N/A for a period of N/A months. The monthly / quarterly / lease payment includes monitoring if applicable. The first month's rent or pro rata portion thereof, if the System is not installed on the first day of the month, shall be paid upon installation of the System. Thereafter, monthly / quarterly / rental payments shall be due and payable on the tenth day of the month next preceding the month for which such payment is made. All monitoring charges if included in Lease payment shall be subject to terms and conditions in paragraph 5.

3. DESCRIPTION OF SYSTEM:
AS PER SALES PROPOSAL 600082

(A) CUSTOMER will supply uninterrupted 110v electrical outlet necessary for the operation of the System. (B) CUSTOMER is responsible to provide appropriate telephone jack connections. (C) CUSTOMER shall pay for all related permit fees and costs. (D) CUSTOMER is responsible for all applicable taxes. (E) All false alarm fees are customer responsibility.

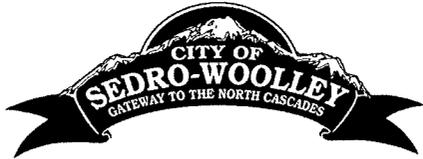
4. LIQUIDATED DAMAGES: IT IS AGREED BETWEEN CUSTOMER AND GUARDIAN THAT GUARDIAN IS NOT AN INSURER AND THE SYSTEM AND SERVICES ARE NOT INTENDED AS A SUBSTITUTE FOR ADEQUATE INSURANCE. CUSTOMER UNDERSTANDS AND AGREES THAT THE SYSTEM AND THE SERVICES (AND THE TRANSMITTER, IF APPLICABLE) ARE INTENDED ONLY TO PROVIDE WARNING IN CASE OF FIRE, IN OR ABOUT, OR ENTRY INTO THE PREMISES AND NOT TO PREVENT THE SAME AND THAT UNDER NO CIRCUMSTANCES SHALL GUARDIAN BE LIABLE FOR ANY LOSSES AS PROVIDED HEREIN, and because it is impractical and extremely difficult to fix the actual damages in such event, Guardian's liability hereunder shall be limited to the sum of \$ 250.00 as liquidated damages, and not as a penalty. GUARDIAN SHALL NOT BE LIABLE FOR ANY OTHER DAMAGES, INCLUDING WITHOUT LIMITATION, DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING BUT NOT LIMITED TO LOSS OF ANTICIPATED PROFITS OR OTHER ECONOMIC LOSS OR PERSONAL INJURY OR DEATH IN CONNECTION WITH OR ARISING OUT OF THE EXISTENCE, FURNISHING, FUNCTIONING OR USE OF THE SYSTEM AND THE SERVICES. CUSTOMER AGREES TO DEFEND, INDEMNIFY AND SAVE GUARDAIN HARMLESS IN RESPECT OF ANY INJURY, DAMAGE OR CLAIM TO PERSONS OR PROPERTY, THAT MAY ARISE THROUGH THE OPERATION OR MAINTENANCE OF THE SYSTEM OR LACK OR FAILURE THEREOF. Customer has read and understands this paragraph and agrees to its terms. _____ (Customer's Initials).

5. CENTRAL STATION MONITORING: Customer shall pay \$ 28.00 per month (payable Monthly Quarterly Annually in advance) for central station monitoring services by Guardian. The Customer agrees to maintain the Service in effect and paid as above agreed for a minimum of 36 months years from the date said System is installed and for successive one year periods thereafter on the same terms and conditions as herein contained until cancellation thereof at any time by Guardian or upon ninety (90) days written notice by Customer prior to the end of the initial contract. Customer shall be liable for and pay to Guardian any excise, sales or other taxes which may be imposed upon the Company or the Customer because of the existence of this Agreement and the carrying out of the provisions hereof. Upon cancellation, Customer authorizes Guardian to access and reprogram the telephone digital communicator to cease all signals and remove the account system number from the panel logic.

6. ALARM RESPONSE. In addition to monitoring rates, customer shall pay \$4.00 per month (billed monthly / quarterly / annually in advance) for city ordinance fees, and additional fees as outlined below for alarm response by the customer's selected public law enforcement agency, or private security patrol ("The Services"). Customer shall be liable for and pay to Guardian because of the existence of this agreement and the carrying out of provisions hereof, including any fees or charges imposed upon Guardian for any false alarms. For alarm response, Customer elects to have Guardian contact: (check one)

Must Select One Option:

Option One: Private patrol service \$ N/A per response
 Option Two: Police response \$ 1.00 per response



Building and Planning Departments

Sedro-Woolley Municipal Building

325 Metcalf Street

Sedro Woolley, WA 98284

Phone (360) 855-9929

Fax (360) 855-0733

MEMO:

To: City Council
Mayor Anderson

From: Jack Moore, *JM*
Planning Director & Building Official

Date: June 11, 2008

Subject: Proposed consultant contract for **critical areas review**

**CITY COUNCIL AGENDA
REGULAR MEETING**

JUN 11 2008

**7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. _____**

ISSUE

Should the Council approve the attached consultant contract?

PROJECT DESCRIPTION / HISTORY

The attached contract provides us with an additional company/person to assist the planning department with 3rd party critical areas review.

The fees charged by the consultant are passed through our department and paid in full by the project applicant.

RECOMMENDED ACTION

Approve contract.



ON-CALL PROFESSIONAL SERVICES AGREEMENT No. 2008-PLN-01

This Agreement made and entered into this ____ day of _____, 2008, by and between the City of Sedro-Woolley, a municipal corporation under the laws of the State of Washington, hereinafter referred to as "City" and Lyndon C. Lee, whose address is 2324 Eastlake Avenue East, Suite 505, Seattle, Washington 98102, hereinafter referred to as the "Contractor".

WHEREAS, the City desires to engage the Contractor to perform certain duties relating to professional services, and

WHEREAS, the Contractor has agreed to offer its professional services to perform said work, and

WHEREAS, the Contractor has represented and by entering into this Agreement now represents that it is fully qualified to perform the work to which it will be assigned in a competent and professional manner, to the standards required by City,

NOW, THEREFORE, IT IS MUTUALLY AGREED BETWEEN THE PARTIES:

The City hereby agrees to engage the Contractor and the Contractor hereby agrees to perform, in a satisfactory and proper manner, as determined by City, the services hereafter set forth in connection with this Agreement:

1. Scope of Services.

The Contractor agrees to perform in a satisfactory and proper manner, as determined by the City, services as described: wetland report review; as requested by the City of Sedro-Woolley

from time to time ("on-call").

these services shall include Scope, Schedule, and Compensation as specified in "Task Order" format, provided that the total of all task orders does not exceed the maximum value as set forth in section 5 of this contract.

see Attachment A, "Scope of Services."

2. Relationship of Parties.

The Contractor, its subcontractors, agents and employees are independent Contractors performing professional services for City and are not employees of City. The Contractor, its subcontractors, agents and employees, shall not, as a result of this Agreement, accrue leave, retirement, insurance, bonding or any other benefits afforded to City employees. The contractor, subcontractors, agents, and employees shall not have the authority to bind City any way except as may be specifically provided herein.

The Contractor represents that it is customarily engaged in an independently established trade, occupation, profession or business of the same nature as that involved in the contract of services, and that it maintains a principal place of business other than City's office that is eligible for a business deduction under IRS regulations, and that on the effective date of this agreement it assumes responsibility for filing, at the next applicable filing period, a schedule of expenses with the IRS for the services subject to this agreement, it has established all required tax accounts with state government agencies, has a Washington State Uniform Business Identifier number, and is maintaining a separate set of books and records reflecting all expenses and income items of its business.

3. Time of Performance.

The service of the Contractor is to commence

on or before _____

-] as soon as practicable after the execution of this Agreement and subsequent Task Orders, work shall be undertaken so as to ensure its expeditious completion in light of the purpose of this Agreement.
-] completed not later than _____
-] pursuant to the schedule set forth on Attachment A, "Scope of Services."
-] pursuant to the schedule set forth in forthcoming Task Orders.

4. Delays and Extensions of Time.

If either party is delayed at any time in the progress of providing services covered by this Agreement, by any causes beyond the party's control, the time for performance may be extended by such time as shall be mutually agreed upon by Contractor and City and shall be incorporated in a written amendment to this Agreement. Any request for an extension of time shall be made in writing to the other party.

5. Compensation and Schedule of Payments.

City shall pay the Contractor

-] \$175 per hour. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work.
-] pursuant to the schedule set forth on Attachment B, "Standard Labor Rates and General Terms and Conditions"

The Contractor shall be paid monthly on the basis of invoices for compensation earned by the Contractor during the billing period, as agreed by the parties. Payment shall be made within ten (10) days after approval of the voucher by the City council.

6. Ownership of Records and Documents.

The written, graphic, mapped, photographic, or visual documents prepared by the Contractor under the scope of work of this Agreement are instruments of the Contractor's services for use by the City with respect to this project and, unless otherwise provided, shall be deemed the property of the City. The City shall be permitted to retain these documents, including reproducible camera-ready originals of reports, reproduction quality mylars of maps, duplicates of 35 mm slides, and copies in the form of computer files, for the City's use. The City shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, drawings, images or other material prepared under this Agreement, provided that the Contractor shall have no liability for the use of the Contractor's work product outside of the scope of its intended purpose.

7. Termination.

The term of this agreement shall be from the date signed through the date indicated in (3) above or December 31, 2009, whichever is later.

A. This agreement may be terminated by either party for reasonable cause, upon written notice to the other party. Reasonable cause shall include:
a) Material violation of this agreement.
b) Failure to maintain professional standards in the performance of services related to this agreement.

B. This agreement may be terminated without cause upon thirty (30) days notice by either party.

C. Termination of this agreement shall not relieve either party of their obligations under this agreement which accrues prior to the date of termination, or which, by their nature, is intended to survive completed performance of the scope of work, including the obligation of the City to pay for competent services performed prior to the date of termination.

8. Evaluation and Compliance with the Law.

The Contractor agrees to comply with all relevant, federal, state and municipal laws, rules and regulations, including laws governing equal employment opportunity, and prevailing or area standard wage laws, if applicable.

9. City Business and Occupation License.

Prior to performing work under this Agreement, Contractor shall secure a City of Sedro-Woolley Business and Occupation License.

10. Liability and Hold Harmless.

Each party shall indemnify, save, and hold harmless the other party of any claim, damages, losses, liability or expense cause by or resulting from their negligence related to the performance of this contract.

The Contractor shall provide proof to the City that it is insured under a professional liability insurance policy covering the work within the scope of this agreement, in such form and amounts as are acceptable to the City.

The Contractor shall provide proof to the City that it is insured under a general liability insurance policy covering the work within the scope of this agreement, in such form and amounts as are acceptable to the City.

For purposes of this agreement the Contractor waives immunity under RCW Title 51, the State Industrial Insurance Act for any claim brought by the City.

11. Employment Security. The Contractor shall comply with all employment security laws of the State of Washington, and shall timely make all required payments in connection therewith.

12. Amendments.

This Agreement shall not be altered, changed, or amended except by an instrument in writing executed by the parties hereto. Any changes in the scope of work or compensation shall be mutually agreed upon between the City and the Contractor and shall be incorporated in written amendments to this Agreement.

13. Scope of Agreement.

This Agreement incorporates all the agreements, covenants, and understanding between the parties hereto which are merged into this written agreement. No prior agreement or prior understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless set forth in this Agreement or written amendment hereto.

14. Ratification.

Acts taken pursuant to this Agreement but prior to its effective date are hereby ratified and confirmed.

15. Assignability. This agreement is not assignable by either party, without written consent of the other party.

16. Notices. Any notice given in connection with this agreement shall be given in writing and shall be delivered either by hand to the party or by certified mail, return receipt requested, to the party at the party's address stated herein. Any party may change its address stated herein by giving notice of the change in accordance with this paragraph.

17. Choice of Law/Venue. Any dispute under this agreement or related to this agreement shall be decided in accordance with the laws of the State of Washington. Venue for any court proceeding arising under or related to this agreement shall be in Skagit County Superior Court.

18. Non-exclusive Agreement. This agreement shall not prevent the City of Sedro-Woolley from entering into a contract with another person or firm for similar services.

DATED this _____ day of _____, 2008.

CITY OF SEDRO-WOOLLEY
A Washington municipal corporation

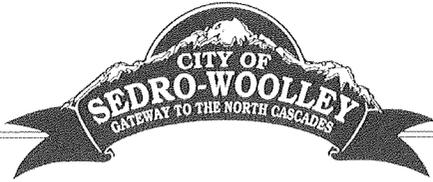
By: _____
Mayor

Attest:

City Clerk

CONTRACTOR:

By: _____



SUBJECT: PUBLIC COMMENT

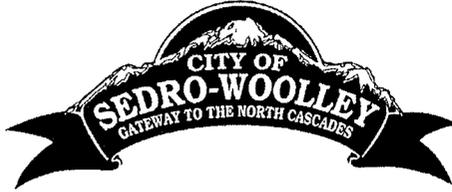
Name:
Address:
Narrative:

UNFINISHED
BUSINESS

CITY COUNCIL AGENDA
REGULAR MEETING

JUN 11 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 5



CITY OF SEDRO-WOOLLEY
Sedro-Woolley Municipal Building
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-9922
Fax (360) 855-9923

Eron M. Berg
City Supervisor/City Attorney

MEMO TO: City Council
FROM: Eron Berg
RE: S-W Bark Park
DATE: June 11, 2008

ISSUE: Should the Council enact the attached ordinance amending various sections of the SWMC to allow for an off-leash area at the new S-W Bark Park?

BACKGROUND: The City Council budgeted funds to establish a dog park in the 2008 budget. Since that time, the City has been working with the Rotary and it appears (subject to approval by the Rotary membership) that the Rotary is likely to purchase and install the fencing for the new park. The City's funds will be used to add additional features at the S-W Bark Park.

The law of the City currently requires dogs on leashes, especially when in City parks. The attached ordinance makes an exception for dogs within the fenced confines of the S-W Bark Park, requires that owners continue to maintain control of and attend to their dogs at the dog park, and authorizes the mayor to make rules for the use of the park.

RECOMMENDATION: *Motion to adopt ordinance number _____-08 creating the Sedro-Woolley Bark Park and amending the leash law.*

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE SEDRO-WOOLLEY MUNICIPAL CODE TO CREATE THE SEDRO-WOOLLEY BARK PARK AND ALLOW FOR AN OFF-LEASH AREA

Whereas, the City Council desires to authorize the Parks & Recreation department to open the S-W Bark Park, a park intended to provide an off-lease area for dogs; and

Whereas, SWMC 6.08.020 defines an “at-large” animal and needs to be amended to address the off-leash area at the S-W bark Park, and

Whereas, SWMC 12.36.010 regulates dogs in city parks and requires amendment to accommodate the off-leash area at the S-W Bark Park, and

Whereas, the City Council desires to authorize the Mayor to promulgate rules and regulations for the use of the S-W Bark Park,

THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY DO HEREBY ORDAIN AS FOLLOWS:

Section 1. SWMC 6.08.021 F is amended to read as follows:

F. “At large” means to be off the premises of the owner and not under the control of the owner or of an authorized person over twelve years of age, either by leash or otherwise, but an animal within an automobile or other vehicle of its owner shall be deemed to be upon the owner’s premises. When the dog is within the fenced perimeter of the S-W Bark Park, “at large” means unattended and not under the control of the owner or of an authorized person over twelve years of age.

Section 2. SWMC 12.36.010 C is amended to read as follows:

C. No person shall permit an animal in a city park except when contained by a leash, and animal waste must be picked up and properly disposed, *provided*, that the leash requirement in this section does not apply to dogs within the fenced perimeter of the S-W Bark Park when the dog is attended and under the control of the owner or of an authorized person over twelve years of age.

Section 3. The Mayor is authorized to promulgate rules and regulations for the use of the S-W Bark Park, the same shall be posted at the S-W Bark Park.

Section 4. This ordinance shall be effective five (5) days after passage and publication as provided by law.

Section 5. The provisions of this ordinance are declared to be severable, and if any section, sentence, clause or phrase of this ordinance shall for any reason be held invalid

or unconstitutional or if the application of this ordinance to any person or circumstances shall be held invalid or unconstitutional, such decisions shall not affect the validity of the remaining sections, sentences, clause or phrases of this ordinance.

PASSED by majority vote of the members of the Sedro-Woolley City Council this ____ day of _____, 2008, and signed in authentication of its passage this ____ day of _____, 2008.

Mike Anderson, Mayor

Attest:

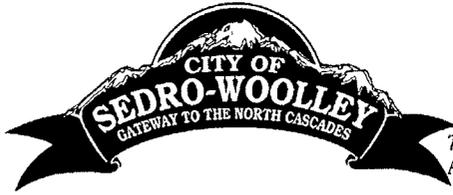
Patsy Nelson, Clerk/Treasurer

Approved as to form:

Eron Berg, City Attorney

Published:

NEW
BUSINESS



CITY COUNCIL AGENDA
REGULAR MEETING

JUN 11 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 8

CITY OF SEDRO-WOOLLEY
Sedro-Woolley Municipal Building
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-0771
Fax (360) 855-0733

Mark A. Freiberger, PE
Director of Public Works/City Engineer

MEMO TO: City Council and Mayor Mike Anderson

FROM: Mark A. Freiberger, PE

RE: **Possible Interlocal Agreement with Skagit Conservation District
Public Education & Involvement Project for NPDES Phase II Stormwater
Permit Compliance**

DATE: June 4, 2008 (for Council review June 11, 2008)

ISSUE

Should Council authorize Mayor Anderson to execute the attached Interlocal Agreement with Skagit Conservation District for participation in the District's Ecology funded Stormwater Education Grant?

BACKGROUND/DISCUSSION

As council is aware, the National Pollution Discharge Elimination System Phase II Stormwater Permit (Permit) issued to the City on January 17, 2007 includes a number of program activities and implementation milestones to achieve compliance with the federal Clean Water Act. These activities are phased in over the life of the Permit (2007-2011). During the first year (2007), compliance activities were limited to educational efforts (not done) and preparation of the first Stormwater Management Program (SWMP) and Annual Report, which was submitted as required prior to the March 31, 2008 deadline. The SWMP is primarily the responsibility of the Public Works Department, with support from the Finance Department and Planning Department.

Here is a run down on the basic Permit requirements over the next three years (as outlined in the Permit and the 2007 Annual Report):

SWMP Element #1 - Public Education & Outreach (EDUC)

1. Develop a formal written public education and outreach strategy for target audiences – due 2/15/2009
2. Present the public education and outreach strategy to elected leaders for review and approval – due 2/15/2009
3. Develop and distribute a survey designed to provide a baseline for evaluating the effectiveness of educational materials – due 2/15/2009
4. Develop a system for recording and analysis of the survey results – due 2/15/2009
5. Develop a system to track and maintain records of public education and outreach – due 3/31/2008

SWMP Element #2 - Public involvement (PI)

1. Develop policy directive to create opportunities for public to participate in the SWMP development & implementation, including ordinance development – due 2/15/2008
2. Set up public meetings and provide response locations on the website for public to comment on the stormwater program – due 2/15/2008
3. Post SWMP, the annual report and all other required submittals on the city website – due 3/31/2008 (done)

SWMP Element #3 - Illicit Discharge Detection & Elimination (IDDE)

1. Continue efforts to locate and map all outfalls, tributary areas and stormwater facilities in digital format – due 2/15/2011 (under way)
2. Update existing ordinances to comply with Permit – due 8/15/2009
3. Develop a program to identify and eliminate illicit discharges – due 8/15/2011
4. Set up telephone hotline to allow the public to report spills & illicit discharges – due 2/15/2009
5. Develop a system to track and maintain records on calls and enforcement actions – due 8/15/2009
6. Conduct training for PW Staff who would respond to IDDE complaints – due 8/15/2009

SWMP Element #4 - Controlling Runoff from New Development, Redevelopment & Construction Sites (CTRL)

1. Revise existing SW ordinance to bring it into compliance with Permit – due 8/15/2009
2. Increase site plan review, inspections, enforcement activities, etc – due 8/15/2009
3. Revise existing SW facilities maintenance standards to bring into compliance – due 8/15/2009
4. Develop program for inspection of all SW facilities on an annual basis – due 8/15/2009
5. Establish procedures for tracking and keeping records of development projects, inspections, enforcement actions and maintenance inspections – due 8/15/2009
6. Make copies of Notice of Intent available to developers – due 8/15/2009
7. Provide training for staff in permitting, plan review, inspection and enforcement – due 8/15/2009

SWMP Element #5 - Pollution Prevention and Operations & Maintenance (O&M)

1. Establish a formal annual inspection program for permanent SW facilities – due 2/15/2010
2. Establish a program to inspect all sites after major storm events – due 2/15/2010
3. Establish a formal program to inspect and maintain 25% of all catch basins and inlets per year, including tracking – due 2/15/2010
4. Evaluate current practices and document ways to minimize stormwater impacts from runoff on municipally owned lands – due 2/15/2010
5. Conduct periodic training for all O&M staff – due 2/15/2010
6. Identify and screen all known facilities & etc. – due 2/15/2010

Skagit Conservation District has secured a Stormwater Education Grant from Ecology totaling \$473,500 with the purpose of implementing the education portions of the permit. The District has approached us about participating in the grant, and taking advantage of the elements of the effort that are common among our area agencies. The grant description mainly consists of educational efforts, and as such, could be useful in meeting SWMP Element #1 Public Education requirements, and Element #2, Public Involvement & Participation. Developing and implementing the Strategy outlined in Element #1 would be a necessary precursor to this effort. The Grant efforts would be identified efforts to implementing the Strategy. The city would need to implement similar educational and outreach efforts on our own if we choose not to participate in the District program.

ANALYSIS

During the development of the Stormwater Utility, OTAK prepared a summary of the Stormwater Program & CIP Needs that was utilized in justifying the Utility. This analysis estimated program costs from these activities at approximately \$375,000 per year beginning in 2008. The Stormwater Utility as developed generates approximately \$210,000 per year, leaving a gap of approximately \$165,000. The 2008 Budget essentially provides for two staff at 75% time for stormwater maintenance, and 10% of the PW Director plus Finance staff time. No budget

however was included for plan implementation, beyond the assumed PW Director time included (about \$12,000).

In order to meet Permit milestones outlined in SWMP Elements #1 and #2, staff will need to begin the development of the Strategy in the third quarter of 2008 at the latest. Working with the District and sister agencies may greatly aid in this process. OTAK has estimated that staff time required for this effort is 448 manhours per year and a cost of approximately \$19,000 per year over the five year period of the permit. Of course, participating in the District program would not offset all of this cost. It should be noted that there are significant additional unfunded Permit costs as noted above.

The District has estimated the amount for local agency participation based on population. Attached is an email from the District explaining this formula. The annual cost for Sedro-Woolley is estimated at a maximum of \$6,800/year for four years, total \$27,200. The actual billing would be based on costs for services actually rendered. My first take is that this is high for Sedro-Woolley, and in fact approaches OTAK's estimate for these program costs. I plan to negotiate the cost estimate further. I do think that the joint effort makes sense however and would like to have council authorization to proceed. The District is under a timeline to finalize the grant before the end of the month. **I will report on the negotiations at the June 25 council meeting.**

Staff proposes that the funds for this agreement be taken from the Engineering Department Account 001.000.020.532.20.41.00 Professional Services, which is budgeted at \$80,000. Sufficient funds are available for this expense. In subsequent years, a line item will be budgeted for this purpose from the Stormwater Utility.

RECOMMENDATION

It is Staff's recommendation that Council authorize Mayor Anderson to enter into the Interlocal Agreement with Skagit Conservation District for participation in the Ecology Stormwater Education Grant program, with the city's 2008 cost up to \$6,800, with subsequent years to be negotiated based on results of the first year.

MOTION:

Move to authorize Mayor Anderson to enter into the Interlocal Agreement with Skagit Conservation District for participation in the Ecology Stormwater Education Grant in the amount of up to \$6,800, with subsequent years to be negotiated based on results of the first year.

Mark Freiberger

From: Kristi Carpenter [kristi@skagitcd.org]
Sent: Tuesday, June 03, 2008 9:42 AM
To: Mark Freiberger
Subject: Re: stormwater education grant
Attachments: Skagit-CD_Stormwater_DRAFT_agreement_4-15-08-1.doc

Hi Mark: I have attached a copy of the draft grant agreement which we are in the process of finalizing with the Washington Department of Ecology. The overall grant is for a total of \$473,500 for 4 years - Ecology will provide 75% of this funding (\$355,125) and the remaining \$118,375 is our required 25% match. Carolyn Kelly, our Manager here at the District, came up with the match amount per year for each of the participating jurisdictions based on the population of each. This is what she gave me:

City of Sedro Woolley - \$6,800/YEAR (9,755 population)

Burlington \$5,600/year (8,120 population)

Anacortes \$11,264/year (16,170 population)

So far we have received confirmed commitments from Skagit County and the City of Mount Vernon. Burlington and Anacortes are also interested and are going through the "powers that be" and will be getting back to me soon. If you have any more questions, please don't hesitate to contact me. Thanks so much! Kristi

Mark Freiberger wrote:

Hi, Kristi,

Here are some questions for you. I am trying to get a memorandum together for council for a work session I have planned for Tuesday at 7 pm. Whatever you can provide prior to that would be greatly appreciated.

- <!--[if !supportLists]-->• <!--[endif]-->Please provide me with a copy of the Ecology Grant and the total funds available.
- <!--[if !supportLists]-->• <!--[endif]-->What participation level do you anticipate from the other local agencies?
- <!--[if !supportLists]-->• <!--[endif]-->How did you estimate the \$6800 annual contribution for Sedro-Woolley?

Thanks,

Mark A. Freiberger, PE
 Director of Public Works/City Engineer
 City of Sedro-Woolley
 Telephone 360-855-0771

-----Original Message-----

From: Kristi Carpenter [mailto:kristi@skagitcd.org]
 Sent: Thursday, May 29, 2008 11:31 AM
 To: Mark Freiberger
 Subject: stormwater education grant

Hi Mark: I have attached a draft copy of an interlocal (as an example) which includes the stormwater education tasks that are included in the Dept. of Ecology Stormwater Education grant that the Skagit Conservation

6/4/2008

District was recently awarded (listed under Scope of Work - Attachment A). I have also attached a timeline, which provides an overview of when the tasks would be implemented. It looks like the grant will expire June 30th, 2011, thus, the 2011 column includes projects that would occur in early 2011. As we discussed, we are hoping to develop an interlocal agreement with the City of Sedro-Woolley. The cost to the City of Sedro-Woolley is estimated at \$6,800 a year, which basically will help us meet the required match on the grant. The programs listed should help get you started in meeting the education and public involvement requirements of the NPDES Phase II permit. And, its hard to beat the price. It makes sense that we partner on these types of projects - no point in each jurisdiction reinventing the wheel. Please review the attachments and let me know if the City of Sedro-Woolley would like to proceed. Thanks so much! Kristi

6/4/2008

INTERLOCAL COOPERATIVE AGREEMENT
BETWEEN

AND
SKAGIT CONSERVATION DISTRICT

THIS AGREEMENT is made and entered into by and between Skagit Conservation District (“District”), a corporate public body organized under RCW 89.08, and _____ (“City/County”), a municipal corporation of the State of Washington pursuant to the authority granted by Chapter 39.34 RCW, INTERLOCAL COOPERATION ACT.

RECITALS

WHEREAS, Phase II municipal stormwater permits will require a minimum that municipalities develop, implement, and enforce a stormwater management program (“SWMP”) designed to reduce pollutants to the maximum extent practicable and that minimum control measures in the SWMP are: Public education and outreach on stormwater impacts, Public participation/involvement opportunities, Detection and elimination of illicit discharges to the MS4 – a regulatory program, Post-construction stormwater management in new development and redevelopment – a regulatory program, and Pollution prevention and good housekeeping for municipal operations; and,

NOW THEREFORE, the _____ and the District hereby enters into this Interlocal Agreement pursuant to the Interlocal Cooperation Act, Chapter 39.34 of the Revised Code of Washington and consistent with the Act’s declaration of purpose in RCW 39.34.010, and collectively agree to the terms and conditions described herein.

1. **PURPOSE:** To assist _____ staff with a means to achieve public participation and involvement in the development, implementation, and review of the Surface Water Management Plan as well as volunteer efforts as specified in Attachments “A” and “B.” This document establishes a binding agreement as defined in the Interlocal Cooperation Act RCW 39.34. This Agreement enables the _____ to provide reimbursement to the District for expenses incurred by the District for providing Public Involvement and Education activities.

2. **RESPONSIBILITIES:**

2.1 The _____ shall reimburse the District for costs expended pursuant to Paragraph 4.1 below.

2.2 The District shall:

2.2.1 Provide documentation detailing expenditures in conjunction with the components of the public education and outreach plan.

2.2.2 Submit invoices in a timely manner.

2.2.3 The District hereby agrees to perform the work in a competent and professional manner and provide the services described in the attached “Exhibit A – Scope of Work.” The Scope of Work so identified

is hereafter referred to as "Work." Without a written directive of an authorized representative of the _____, the District shall not perform any services that are in addition to or beyond the Scope of Work.

3. **TERM OF AGREEMENT:** The term of this Agreement shall be from January 2008 through *June 2011*

a. **MANNER OF FINANCING:**

4.1 The _____ shall:

Pay the District for expenditures in conjunction with those amounts submitted _____ for reimbursement upon receipt of an invoice detailing the amount expended by _____ District. The maximum reimbursement amount will be \$_____ per year as outlined in the Scope of Work, attached hereto, identified as Attachment "A" and incorporated herein by reference. The _____ shall pay the District only for _____ completed Work and for services actually rendered, which are described herein. Such payment shall be full compensation for Work performed or services rendered, including, but not limited to all labor, materials, supplies, equipment, and incidentals necessary to complete the Work. The District shall be paid such amounts and in such manner as described in the attached "Exhibit B - Rate Schedule."

4.2 The District shall:

4.2.1 Provide documentation and submit invoices to the _____ no more than once per month.

4.2.2 Be responsible for all costs and expenses associated with the work involved in the education and outreach plan not reimbursed under this Agreement unless said agreement is amended to include additional work or costs.

4. **ASSIGNMENT AND SUBCONTRACTING:** No portion of this Agreement may be assigned or subcontracted to any other individual, firm, or entity without the expressed and prior written approval of the _____.

5. **CONTRACTOR AGENDY:** The District's services shall be furnished by the District as an independent contractor and nothing herein contained shall be construed to create a relationship of employer-employee.

6.1 The District acknowledges that the entire compensation for this Agreement is specified in this Agreement and the District and its employees are not entitled to any _____ benefits including, but not limited to: vacation pay, holiday pay, sick leave pay, or medical, dental, or other insurance benefits, or any other rights or privileges afforded to _____ employees.

6.2 The District will defend, indemnify, and hold harmless the _____, its officers, agents or employees from any loss or expense, including, but not limited to settlements, judgments, setoffs, attorney's fees or costs incurred by reason or

claims or demands because of breach of provisions of his paragraph.

6. **TAXES:** The District understands and acknowledges that the ____ will not withhold Federal or State income taxes. Where required by State or Federal law, the District authorizes the ____ to make withholding for any taxes other than income taxes (i.e. Medicare).
 - 7.1 All compensation received by the District will be reported to the Internal Revenue Service at the end of the calendar year in accordance with the applicable IRS regulations.
 - 7.2 It is the responsibility of the District to make the necessary estimated tax payments throughout the year, if any, and the District is solely liable for any tax obligation arising from the District's performance of the Agreement.
 - 7.3 The District is liable for any tax obligation arising from the District's failure to pay taxes on compensation earned pursuant to this Agreement.
 - 7.4 The ____ will pay sales and use taxes imposed on goods or services acquired hereunder as required by law.
 - 7.5 The District must pay all other taxes including, but not limited to: Business and Occupation tax, taxes based on the District's gross or net income, or personal property to which the ____ does not hold title. The ____ is exempt from Federal Excise Tax.

7. **ADMINISTRATOR:** The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for administration of this Agreement and for coordinating a monitoring performance under this Agreement. In the event such representatives are changed, the party making the changes, shall notify the other party.
 - 8.1 The _____ representative shall be the _____ Public Works Coordinator _____.
 - 8.2 The District's representative shall be the District's District Manager Carolyn Kelly.

8. **TREATMENT OF ASSETS AND PROPERTY:** No fixed assets or personal or real property will be jointly or cooperative acquired, held, used, or disposed of pursuant to this Agreement.

9. **INDEMINIFICATION:** Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other party harmless from any such liability. It is further provided that no liability shall attach to the ____ by reason of entering into this contract except as expressly provided herein.

10. **TERMINATION:** Any party hereto may terminate this Agreement upon thirty (30) days notice in writing either personally delivered or mailed postage-prepaid by certified mail, return receipt requested to the party's last known address for the purposes of giving notice under this paragraph. If this Agreement is so terminated,

the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

11. **CHANGES, MODIFICATIONS, AMENDMENTS, AND WAIVERS:** The Agreement may be changed, modified, amended, or waived only by written agreement executed by the parties hereto. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.
12. **FUTURE NON-ALLOCATION OF FUNDS:** If sufficient funds are not appropriated or allocated by payment under this Agreement for any future fiscal period, the _____ will not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. No penalty or expense shall accrue to the _____ in the event this provision applies.
13. **SEVERABILITY:** In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications of this Agreement, which can be given effect without the invalid term, condition, or application. To this end, the terms and conditions of this Agreement are declared severable.
14. **NOTICES:** All notices hereunder may be delivered or mailed. If mailed, they shall be sent to the following respective addresses:

To
Public Works Coordinator

To Carolyn Kelly
District Manager
Skagit Conservation District
2021 E. College Way, Suite 203
Mount Vernon, WA 98273-2373

or to such respective addresses as either party hereto may hereafter from time to time designate in writing. All notices mailed by regular post (including first class) shall be deemed to have been given on the second business day following the date of mailing, if properly mailed and addressed. For all types of mail, the postmark affixed by the United States Postal Service shall be conclusive evidence of the date of mailing.

15. **ENTIRE AGREEMENT:** This Agreement contains all the terms and conditions agreed upon by the parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement on this

_____ Day of _____, 20_____.

Skagit Conservation District	APPROVED: City of Mount Vernon, Washington
By: _____ Name and title	By: _____ Mayor
Agency Contact: <u>Carolyn Kelly, District Manager</u> <u>2021 E. College Way, Suite 203</u> <u>Mount Vernon, WA 98273-2373</u> Tax ID# 91-1155778	Recommended: By: _____ Public Works Director Attest: By: _____ Finance Director Approved as to Form: By: _____ City/County Attorney

Exhibit 'A' – Scope of Work

Public Education and Involvement Project for the National Pollution Discharge Elimination System (NPDES) Phase II Compliance (Scope of Work and Schedule)

1.0 Public Participation and Involvement

The District shall assist _____ staff with compliance efforts for the “Public Participation and Involvement” minimum control measure, one of six measures required to meet the conditions of the NPDES stormwater permit. The essential goals include improving public knowledge of local stormwater issues, receiving public input on potential solutions, gaining public support for the compliance with the _____’s Comprehensive Stormwater Management Plan (CSMP), and developing a volunteer workforce to help implement this plan.

Best Management Practice (BMP) 1.1 Public Meetings/Steering Committee

The EPA recommends that all cities and counties should consider including the public in developing, implementing, and reviewing their stormwater management program. Examples provided in the EPA recommendations include: conducting public meetings, public hearings, town hall meetings, etc. to solicit input prior to developing the CSMP.

*SAMPLE element
#2-2*

Required Tasks:

- The District shall assist _____ (“City/County”) staff with two partial day or evening workshops. The workshops shall include:
 - 1) An opportunity to allow citizens to discuss various viewpoints and provide input concerning appropriate stormwater management policies and BMP’s.
 - 2) An assessment of public interest in the establishment of a citizen stormwater panel that would take part in the development, implementation, and review of the CSMP

BMP 1.2 – Watershed Masters Volunteer Training Program

This volunteer training program will target residents of all major drainage basins within the lower Skagit on an annual basis (3x over grant period). This program consists of 40 hours of training and will focus on: providing presentations/training to the Watershed Masters (WSM) on city stormwater program priorities through classroom and fieldtrip activities. Topics covered include, but are not limited to: watershed history and geology, water quality, stream ecology, salmon, wetlands and soils, agricultural and forestry BMPs, stormwater runoff and activities that landowners can do to reduce stormwater water quality impacts, and low impact development practices. Participants will return 40 hours of volunteer service and make a commitment to reduce stormwater runoff impacts in their own backyards.

Measurable Goals:

1. Recruitment of interested community residents to participate in the annual Watershed Masters Volunteer Training Program will be tracked.

2. Participation and volunteer activities conducted by the Watershed Masters will be documented.
3. Coordinate and track volunteer hours contributed by participants will be tracked.
4. Program evaluation forms will be completed by the participants to determine class effectiveness.
5. Participants will report BMPs implemented at home, based on education learned during training.

Timeline: Fall 2008, Fall 2009, Fall 2010

BMP 1.3 – Volunteer Water Quality Monitoring Program (Skagit Stream Team)

The primary purposes of the program are: to inspire stewardship in regards to water quality by educating citizens about land use, stormwater runoff, and nonpoint source pollution and involving them in the process of water quality data gathering; to develop and implement a routine sampling program that can be used to assess water quality trends, characterize the existing water quality of priority freshwater drainages, and to determine how water quality conditions compare to State Standards; and to document improvements in water quality as a result of the implementation of BMPs. A Quality Assurance/Quality Control (QA/QC) plan and lab plan for the Stream Team program have been approved by the Washington Department of Ecology. Water quality conditions samples by volunteers currently include: fecal coliform bacteria, dissolved oxygen, water temperature, turbidity, and total depth.

- A. Coordinate with local jurisdictions to determine priority areas for monitoring.
- B. Coordinate with local jurisdictions to determine stream priority.
- C. Promote program in partnership with local jurisdictions and recruit citizen participation.
- D. Coordinate volunteer activities; maintain volunteer records and data sheets and coordinate volunteer recognition events.

Required Performance:

- Annual recruitment of volunteers to participate in the Stream Team program will be conducted (recruitment efforts will target local residents age 18 and up, Watershed Masters, and Environmental Tech students attending Skagit Valley College. SVC is a secondary permittee with permit requirements too).
- An annual 3-session training event will be conducted each fall.
- Each year, four to six teams of volunteers (2-3 volunteers on each team) will make a commitment to collect water quality data at 4-5 assigned stations on a monthly basis for one year (each station will be monitored twice a month).
- Volunteer hours contributed by participants will be tracked on a yearly basis and submitted with 4th quarter reports (2008, 2009, 2010 and with FINAL report for 2011).

Please Note: SCD will need to coordinate with each jurisdiction to determine whether Stream Team lab for fecal coliform bacteria will be conducted at local Waste Water Treatment Plant or conducted by volunteers at the Padilla Bay National Estuarine Research Reserve(PBNERR) volunteer lab. An additional fee for lab will need to be negotiated if lab work will be conducted at the PBNERR volunteer lab.

BMP 1.4 – Storm Drain Labeling

Storm drain labeling involves labeling storm drains with messages warning citizens not to dump pollutants in the streams. Based on previous experience, SCD recommends the use of permanent marking methods, such as ceramic tiles, plastic markers, or metal markers (rather than painting with stencils). Permanent storm drain markers are more cost effective in the long term, more durable and aesthetic, and are environmentally friendly. Volunteer groups, such as the Watershed Masters, Skagit Stream Team, Skagit Valley College students, and Boy Scouts/Girl Scouts can be trained to install the labels.

Required Performance:

- SCD staff will work with the local jurisdiction to determine appropriate and priority locations for labeling.
- Recruit/train volunteers, such as the Watershed Masters, Skagit Stream Team, Skagit Valley College students, and local Boy Scout/Girl Scouts to begin installing markers by Fall 2008 – training/recruitment will be ongoing.
- Volunteer recruitment to install markers and inspection of storm drain inlets in need of markers will continue on an ongoing basis. The program will be promoted May through October (best weather for installation).

2.0 Public Education and Outreach

The District shall assist ____ staff with compliance efforts for the “Public Education and Outreach” minimum control measure, one of six measures required to meet the conditions of the NPDES stormwater permit. The goal of this minimum control measure is to facilitate greater public awareness of the sensitivity of local surface waters, their beneficial uses, the detrimental effects of polluted storm water and illicit discharges, and measures that can be taken to reduce storm water pollution.

SWMP #2-2?

BMP 2.1 – Stormwater Education Program for Local Business

SCD will work with local jurisdictions in educating local contractors and businesses on stormwater pollution prevention, Low Impact Development techniques, and Best Management Practices (BMPs).

Required Performance:

- SCD will coordinate a series of workshops (minimum 3) for local contractors and businesses on Low Impact Development practices.
- SCD will develop and distribute a minimum of 2 Low Impact Development informational brochures to contractors and businesses focusing on Green building/LEED/pilot sites for LID.

BMP 2.2 – Backyard Conservation Stewardship Short Course Program

This annual 6-week short course will feature tips for native plant landscaping, environmentally friendly gardening practices, composting, mulching, nutrient management, pest management, landscaping for wildlife, water conservation tips, low impact development practices for homeowners, and overall, backyard practices that will reduce stormwater runoff pollution. The training will be provided by local experts. Participants will attend 6 evening sessions (once a week) and two Saturday field excursions. The following topics will be included in the training: (See PSAT Guidelines #5) Proper use and disposal of pesticides, herbicides, and fertilizers, and use of non-toxic alternatives; use of native plants in landscaping, reducing size of lawn,; preventive car maintenance, including proper disposal of used oil, coolant, and other toxic materials; use of permeable pavement for driveways and patios; proper disposal of pet waste and livestock waste and composting.

Required Performance:

- SCD will organize and conduct the Backyard Conservation Stewardship program in partnership with local jurisdictions on an annual basis (2009, 2010, 2011).
- Recruitment of interested residents to participate in the annual Backyard Conservation Stewardship program will be conducted (average class size has been 53).
- Coordinate with, and involve businesses, schools, parks, and other organizations in establishing backyard stewardship practices that will promote habitat for wildlife and reduce stormwater runoff.
- A display, including educational brochures and posters promoting backyard conservation practices will be designed.
- 3 evening or Saturday public workshops promoting backyard conservation practices will be conducted.
- Participation of class participants will be tracked.
- Program evaluation forms will be completed by the participants to determine class effectiveness. Follow up surveys will be conducted on an annual basis to determine whether or not class participants have taken steps to reduce stormwater impacts based on what was learned in the program.

BMP 2.3 – Resource Materials/Education for Local Schools

SCD currently maintains a resource library for local teachers. The library includes numerous text books, supplemental curricula, and videos on a variety of natural resource topics (including water quality and stormwater runoff). An enviroscape watershed model is also available for presentations or available for teachers (or other agency personnel) to borrow. An information packet, which contains a brief description of all materials will be compiled and mailed to all elementary schools located throughout Skagit County (urban and rural areas) each September, to all elementary school teachers as well as science and agriculture teachers at the middle school and high school levels, home schools, and other groups (such as Boys & Girls Clubs). Information about other SCD educational programs, such as Envirothon, 6th Grade Conservation Tour, and the Annual Natural Resource Poster Contest, and live presentations available by SCD staff will be included in the packet.

Required Performance:

- Incorporate a special section in the annual teachers packet that will specifically highlight stormwater and low impact development education materials and presentations available.
- Classroom presentations on stormwater and water resources will be provided to local schools (and other groups) as requested. The enviroscape model and the “Raindrop Walk” are both useful tools in teaching youth about stormwater and water quality.
- 300 teachers information packets highlighting resources on stormwater and water quality available through the SCD office will be mailed.
- SCD staff will give a minimum of 10 presentations each year to local schools or other youth groups on pollution from stormwater.
- Number of teachers using the resource library will be tracked.

BMP 2.4 – Stormwater Poster Contest for Local Youth

Creating a contest for youth in our community will provide an opportunity to directly involve them in learning/teaching about stormwater impacts with the added benefit of generating parent participation and gaining their awareness. The contest will directly involve local school age youth in designing a poster for stormwater awareness in Skagit County. A winning entry from each jurisdiction will be selected. The winning entry(s) may be used on various stormwater educational materials, such as brochures, fliers, bookmarks, newspaper ads, and more.

Required Performance:

- Coordinate with local jurisdictions to design the logistics for hosting a logo, theme, and/or poster contest for local youth specifically focusing on stormwater pollution prevention that students can participate in at home or at school.
- Promote the contest theme and rules to all schools (could be promoted with the annual teachers packets discussed above and during classroom presentations). After mailing information, SCD will follow up with phone calls to interested teachers/classrooms.
- Classroom presentations to promote the contest and to provide background education about stormwater issues will be conducted by SCD staff as requested.
- Coordinate with participants, collect and maintain all entries.
- Coordinate with local jurisdictions to arrange judging (perhaps City Council as judges?).
- Coordinate recognition event for winner(s).
- Incorporate winners posters in stormwater education info post to cities/county website.

BMP 2.5– Stormwater Educational Brochures and Fact Sheets

SCD will develop a series of educational brochures and/or fact sheets for the general public and specific audiences (homeowners, businesses, landscapers, property managers, engineers, developers, contractors, land use planners, etc) on various topics that could range from landscaping, low impact development, recycling, disposing of motor oil and

other hazardous materials, water conservation, pet waste management, etc. Where the demographics are applicable, the information may also be printed in Spanish.

Required Performance:

- SCD staff will coordinate with local jurisdictions and citizen groups to determine priority audiences and stormwater education topics that will be used to generate a series of brochures and/or fact sheets.
- Oversee printing and distribution of these materials.
- A minimum of 4 educational brochures/fliers will be developed/distributed.
- Update and print “Exploring Skagit County’s Watershed,” a SCD watershed guide, to incorporate information on stormwater and low impact development.

BMP 2.6 – “Water Friendly” Car Wash Kits

This management measure involves educating the general public on the water quality impacts of the outdoor washing of automobiles and how to avoid allowing polluted runoff to enter the storm drain system. Outdoor car washing has the potential to result in high loads of nutrients, metals and hydrocarbons during dry weather conditions in many watersheds, as the detergent-rich water used to wash the grime off our cars flows down the street and into the storm drain. Commercial car wash facilities often recycle their water or are required to treat their wash water discharge prior to release to the sanitary sewer system, so most stormwater impacts from car washing are from residents, businesses and charity car wash fundraisers that discharge polluted wash water to the storm drain system.

Required Performance:

- Purchase a “water friendly” car wash kit catch basin insert for each city/county Public Works Department.
- Promote volunteer groups use of catch basin inserts as part of a local “Clean and Green” Program.
- Provide brochures to volunteer organizations who hold car washes.
- Coordinate with each jurisdiction to designate specific locations for car washes and equip those locations with car wash kits onsite.

**Draft Public Involvement and Education Plan Timeline
Stormwater Management Implementation Grant
By the Skagit Conservation District – May 2008**

PUBLIC PARTICIPATION AND INVOLVEMENT				
2008	2009	2010	2011	
Program	Program	Program	Program	Program
BMP 1.2 Watershed Masters Volunteer Training Program	BMP 1.1 Public Meetings/Steering Committee	BMP 1.1 Public Meetings/Steering Committee	BMP 1.4 Continue Storm Drain Labeling Program & continue to promote Car Wash Kits	
BMP 1.3 Skagit Stream Team Volunteer Water Quality Monitoring Program	BMP 1.2 Continue Watershed Masters Volunteer Training program	BMP 1.2 Continue Watershed Masters Volunteer Training Program	BMP 2.2 Backyard Conservation Stewardship Short Course	
BMP 1.4 Storm Drain Labeling Program	BMP 1.3 Continue Skagit Stream Team Volunteer Water Quality Monitoring Program (add additional stations?)	BMP 1.3 Continue Skagit Stream Team Volunteer Water Quality Monitoring program	BMP 2.6 Continue public education measures regarding car washing pollution prevention	
BMP 2.3 Resource Materials/Education for Local Schools	BMP 1.4 Continue Storm Drain Labeling Program	BMP 1.4 Continue Storm Drain Labeling Program		

<p>BMP 2.5 2 Stormwater Educational brochures (Pet Waste/Auto Industry)</p>	<p>BMP 2.1 Coordinate 2 LID workshops & educational materials for contractors</p> <p>BMP 2.2 Backyard Conservation Stewardship Short Course</p>	<p>BMP 2.2 Backyard Conservation Stewardship Short Course</p>	<p>BMP 2.2 Backyard Conservation Stewardship Short Course</p>	
	<p>BMP 2.3 Resource Materials/Education for Local Schools</p>	<p>BMP 2.3 Resource Materials/Education for Local Schools</p>	<p>BMP 2.3 Resource Materials/Education for Local Schools</p>	
	<p>BMP 2.4 Stormwater Poster Contest for Local Youth</p>	<p>BMP 2.5 Stormwater Education Brochure for homeowners</p>	<p>BMP 2.5 Stormwater Education Brochure for homeowners</p>	
	<p>BMP 2.5 Stormwater Education Brochure for homeowners</p>	<p>BMP 2.6 Continue public education measures regarding car washing pollution prevention</p>	<p>BMP 2.6 Continue public education measures regarding car washing pollution prevention</p>	
	<p>BMP 2.5 Stormwater Education Brochure for homeowners/ update and reprint Exploring Skagit Watersheds Guidebook</p>	<p>BMP 2.6 "Water friendly" car wash kits – purchase kits for each jurisdiction and conduct public outreach regarding car washing pollution prevention</p>	<p>BMP 2.6 "Water friendly" car wash kits – purchase kits for each jurisdiction and conduct public outreach regarding car washing pollution prevention</p>	

Mark Freiberger

From: Kristi Carpenter [kristi@skagitcd.org]
Sent: Thursday, May 29, 2008 11:31 AM
To: Mark Freiberger
Subject: stormwater education grant

Attachments: Interlocals draft Stormwater education agreement.doc; Stormwater education timeline Draft may08.doc



Interlocals draft
Stormwater e...



Stormwater
education timeline ..

Hi Mark: I have attached a draft copy of an interlocal (as an example) which includes the stormwater education tasks that are included in the Dept. of Ecology Stormwater Education grant that the Skagit Conservation District was recently awarded (listed under Scope of Work - Attachment A). I have also attached a timeline, which provides an overview of when the tasks would be implemented. It looks like the grant will expire June 30th, 2011, thus, the 2011 column includes projects that would occur in early 2011. As we discussed, we are hoping to develop an interlocal agreement with the City of Sedro-Woolley. The cost to the City of Sedro-Woolley is estimated at \$6,800 a year, which basically will help us meet the required match on the grant. The programs listed should help get you started in meeting the education and public involvement requirements of the NPDES Phase II permit. And, its hard to beat the price. It makes sense that we partner on these types of projects - no point in each jurisdiction reinventing the wheel. Please review the attachments and let me know if the City of Sedro-Woolley would like to proceed. Thanks so much! Kristi

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